BOARD OF GOVERNORS

REGULAR MEETING AGENDA

MEETING: **Monday, November 9, 2020**
TIME: **5:00 pm**
ONLINE: **Teams**

BOARD MEMBERS:
Monty Bryant, Chair
Bijan Ahmadi
Sherri Bell, President
Tanya Clarmont
Joanne Cumberland
Richard Margetts
Brenda McBain
Brent Palmer
Margie Parikh
Emily Rogers, Vice Chair
Mike Stubbing
Al van Akker
Fillette Umulisa
Lindsay JD van Gerven
Phil Venoit

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

GUEST: Jen Stone, Director, Strategic Initiatives

REGRETS: nil

EXECUTIVE ASSISTANT: Heather Martin

Camosun College campuses are located on the Traditional Territories of the Lekwungen and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

			PAGE
I	**CALL TO ORDER**		
II	**APPROVAL OF THE AGENDA**		
III	**BOARD MEMBER REPORTS**		
	1. Chair's Report [5 min] (Monty Bryant)	no attachment	
	2. President's Report [5 min] (Sherri Bell)	no attachment	
	3. Foundation [5 min] (Tanya Clarmont/Geoff Wilmshurst)	no attachment	
	4. Education Council [5 min] (Bijan Ahmadi/Joanne Cumberland)		
	i) Minutes of the September 16, 2020 meeting	attachment	4
	5. Pacific Institution for Sport Excellence [5 min] (Phil Venoit)	no attachment	
	6. Financial Update [10 min] (Mike Stubbing, Deborah Huelscher)	no attachment	

			PAGE
IV	**BOARD COMMITTEE REPORTS**		
1.	Audit Committee [5 min] (Emily Rogers)		
	i) Minutes from the June 1, 2020 meeting	attachment	8
	ii) Report from the October 19, 2020 meeting	no attachment	
2.	Executive Committee [5 min] (Monty Bryant)	no attachment	
	i) Program Cancellations [5 min] (John Boraas) *	attachment	10
3.	Finance Committee [10 min] (Mike Stubbing)		
	i) Minutes from the August 31, 2020 meeting	attachment	13
	ii) Report from the October 26, 2020 meeting	no attachment	
V	**APPROVAL OF THE MINUTES**		
1.	Minutes of the October 13, 2020 meeting [2 min] (Monty Bryant)	attachment	15
VI	**NEW BUSINESS**		
1.	50th Anniversary [20 min] (Sherri Bell, Rodney Porter, Jen Stone)	attachment	19
VII	**ADJOURNMENT**		

* Requires a decision. See page 3 for the proposed motion. 3

CORRESPONDENCE

1.	Camosun College Faculty Association (CCFA)	attachment	21

TOP

BOARD OF GOVERNORS

Regular Meeting

MOTION

Monday November 9, 2020

IV Board Committee Reports

2. Executive Committee

i) Program Cancellations

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE CANCELLATION OF THE FOLLOWING:

- ASSOCIATE DEGREE OF SCIENCE (PSYCHOLOGY)
- EMPLOYMENT TRAINING AND PREPARATION
- INDIGENOUS HUMAN SERVICES CAREER ACCESS
- NURSING ACCESS FOR PRACTICAL NURSES – BRIDGE PROGRAM
- SPORT MANAGEMENT SPECIALIZATION IN THE BACHELOR OF SPORT AND FITNESS LEADERSHIP
- SPORT MANAGEMENT ACCESS

TOP

Education Council

Ensuring that our students are provided with quality educational experiences

Approved Minutes

REGULAR MEETING
Wednesday, September 16, 2020
4:00 – 6:00 pm
Video Conference

Present

Voting Members

1. Andrea Kucherawy, Staff (Vice-Chair)
2. Bijan Ahmadi, Faculty (Chair)
3. Blair Fisher, Faculty
4. Chris Avis, Faculty
5. Debbie Hlady, Administration
6. Isabel Grondin, Faculty
7. Janet Danks, Support Staff
8. Jennifer LeVecque, Faculty
9. John Boraas, Administration
10. Mark Fournier, Faculty
11. Puneet Kaur, Student
12. Richard Stride, Administration
13. Robin Fast, Faculty
14. Ruth Lyall, Faculty
15. Ryan Russell, Faculty
16. Vivian Fayowski, Faculty

Non-Voting Members

Joanne Cumberland, Board of Governors
Connie Klassen, ICC Chair
Melody Foreman, Permanent Secretary
Peter Moroney, Education Policy & Planning
Sherri Bell, President
Todd Ormiston, Indigenization Representative

Regrets/Absent

Scott Harris, Administration

ITEM		PRESENTER
A.	**CALL TO ORDER AND DECLARATION OF QUORUM** The regular meeting was called to order at 4:01 pm. Quorum was reached.	**Bijan Ahmadi**
B.	**ACKNOWLEDGEMENT OF COAST SALISH TERRITORY** *Camosun College campuses are located on the traditional territories of the Lkwungen and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. <http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html>*	**Bijan Ahmadi**
C.	**ACCEPTANCE OF AGENDA** The September 16, 2020 agenda was approved by unanimous consent.	**Bijan Ahmadi**

ITEM		PRESENTER
D.	**MINUTES FOR APPROVAL**	**Bijan Ahmadi**
	The minutes for the June 24, 2020 special and regular meetings were approved by unanimous consent.	
E.	**REPORTS**	
1.	**Education Council Chair**	**Bijan Ahmadi**
	Bijan Ahmadi welcomed new members Blair Fisher (Faculty), Puneet Kaur (Student), and Ruth Lyall (Faculty). He also welcomed Joanne Cumberland, Education Council's new liaison to the Board of Governors, who works alongside Janet Danks in Academic Advising and brings a wealth of knowledge that will be invaluable to Council.	
2.	**VP Education**	**John Boraas**
	John Boraas noted that we are now into the middle of September 2020, six months into a pandemic, and now facing an air quality event due to the fires burning south. Still, he noted that we have much to be grateful for relative to other regions and reported that what has occurred over the last months to successfully launch Safestart and bring back faculty and staff safely where appropriate has been truly remarkable. John extended gratitude and thanks to everyone involved for moving past the challenge of doing things differently to the creative and imaginative work being done in classrooms and offices across the College, which really defines Camosun as an extraordinary place.	
3.	**Board Member**	**Joanne Cumberland**
	Joanne Cumberland introduced herself and noted that she had previously been a member of Education Council seven years ago. The Board met last week for an orientation, and Sherri provided an update on the status of some of the projects the College is undertaking, including student housing and campus buildings, film studio, and the Campus Master Plan, which are all going forward but with altered timelines and budgets due to the pandemic. The Board also reviewed highlights of governing for the public interest and then took a Camosun trivia quiz – which Joanne found to be rather difficult given her 16+ years at Camosun!	
F.	**COMMITTEE REPORTS**	

ITEM		PRESENTER
	Education Council Policy and Standards Committee	**Peter Moroney**
	Due to the large volume of work the committee is undertaking, a special meeting was held on July 16 to review drafts of the new Academic Calendar policy and substantial revisions to the Standards for Awarding Credentials policy, which is being proposed to be renamed as the "Credentials Standards" policy. The committee met on September 15, first regular meeting of the year, and all of last year's members returned, including Rashed Al-Haque, Bijan Ahmadi, Alison Bowe, Joanne Cumberland, Scott Harris, Connie Klassen, Jennifer LeVecque, Peter Moroney (Chair), and Janice Simcoe. Peter also reported that the committee has a new student member, Katrina McNeely from Political Science, and he expressed gratitude to Andrea Kucherawy who has returned to participate as a regular guest. The committee once again focused on the Academic Calendar and Credentials Standards policies. The committee is working to identify and define what provisions govern a program with respect to program completion requirements to achieve the credential and tying that to the year in which a student starts. There are challenges around that as well as what should apply when a student has been in a program for an extended period of time. The committee will be considering examples at other institutions and drafting some new language applicable to Camosun. The committee also discussed the priorities for the committee in the months ahead and then brainstormed medium- and long-term initiatives that members feel should be on the agenda going forward.	
G.	**INTEGRATED CURRICULUM COMMITTEE REPORT**	**Connie Klassen**
	Connie Klassen reported that the ICC met on September 9 and there is curriculum under review from the School of Business, which should come forward to EdCo in October. She also reported that Peter Moroney and Diane Doyle provided an update on the Education Approvals Renewal Process, which given ICC's current role in the process, allowed for members to provide feedback. **Curriculum Under Review** See ICC Monthly Report	
H.	**ITEMS FOR PRESENTATION**	
	Education Approvals Renewal Process Update	**Peter Moroney**
	Peter Moroney provided an update on the status of the Education Approvals Renewal Process and the pilot project to be undertaken Fall 2020, in anticipation of the new process in January 2021, by the School of Health and Human Services with Lynelle Yutani leading faculty through the process using forms in the Curriculog software system.	

ITEM		PRESENTER
	Course Syllabus Peter Moroney presented a sample of the new Course Syllabus. Members requested that the working template be brought forward to an upcoming EdCo so that members can see which sections are mandatory and where some flexibility exists.	**Peter Moroney**
	FAREWELL TO TIM AYERS John Boraas announced that Tim Ayers has left the college to care for his father. John acknowledged Tim's significant contributions to the College as a faculty member in the Technology programs and chair of the Engineering Bridge program in the School of Trades and Technology. Tim was also chair of Education Council for many years, and his leadership and stewardship of many projects, notably the Technology Renewal project, were in invaluable. John extended his thanks and gratitude on behalf of Education Council for Tim's commitment to the College and to his good education decision-making as well as an appreciation of his values in making sacrifices to care for his parents at this time.	**John Boraas**
I.	**ADJOURNMENT** The meeting adjourned at 5:21 pm.	**Bijan Ahmadi**

BOARD OF GOVERNORS

AUDIT COMMITTEE MINUTES

MEETING: **Monday, June 1, 2020**
TIME: **4:00 pm**
ONLINE: **Teams**

BOARD MEMBERS:
Emily Rogers, Chair
Monty Bryant
Laylee Rohani

REGRETS: nil

RESOURCES:
Sherri Bell, President (ex officio)
Deborah Huelscher, VP Administration & CFO
Chris Jones, Director, Finance

GUESTS: Liette Bates-Eamer, KPMG
Winnie Tam, KPMG

EXECUTIVE ASSISTANT: Heather Martin

I CALL TO ORDER

The meeting was called to order at 4pm.

II APPROVAL OF AGENDA

The agenda was approved as presented.

III APPROVAL OF THE MINUTES

1. The minutes from the May 26, 2020, meeting were approved as presented.

IV NEW BUSINESS

1. Audited Financial Statements for the Year Ending March 31, 2020

i) Management Presentation

Deborah Huelscher, VP Administration and CFO, welcomed Chris Jones, Director of Finance, who is attending as a resource. Chris worked closely with KPMG to complete the audit. Deborah provided a high-level summary of the audited financial statements for the year ended March 31, 2020, the year-end position compared with the year ended March 31, 2019, and the operations highlights. The financial statements were prepared in accordance with the reporting framework directed by the Provincial Government and in accordance with the Budget Transparency and Accountability Act of BC. The budget was balanced and the year ended with an overall surplus of just under $300K. The College continues to meet Ministry accountability requirements and comply with Provincial directives including Tax Payer Accountability Principles.

TOP

ii) Auditor's Report (KPMG)

Liette Bates-Eamer, KPMG, noted they had to quickly switch gears and complete the audit remotely due to COVID-19. The processes were not changed. She advised there were no changes from the plan submitted in the fall. Materiality is $2.5M for this year. The audit is substantially complete as of today. Liette reviewed the highlights of the audit report for the year ending March 31, 2020. The draft report is subject to the approval by the Board of Governors of the Audited Financial Statements on June 8, 2020. The Audited Financial Statements are in compliance with the Budget Transparency and Accountability Act and related regulations. It was a clean opinion. The situation with COVID-19 will have an impact on the college, but we cannot reasonably estimate what it will be at this time.

MOTION
THAT THE AUDIT COMMITTEE RECOMMENDS THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2020 AS PRESENTED.
CARRIED

V IN-CAMERA SESSION (Board Members, President, and Auditors)

VI NEW BUSINESS CONTINUED

2. Appointment of the Auditor Year Ending March 31, 2021

Deborah Huelscher advised the last process to hire an auditor was five years ago. Continuity with an auditor who knows the college well during this time of uncertainty would be a great benefit.

MOTION

THAT THE AUDIT COMMITTEE RECOMMENDS THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS EXTEND THE APPOINTMENT OF KPMG TO PERFORM THE AUDIT OF THE COLLEGE'S FINANCIAL STATEMENTS FOR ONE YEAR, FOR THE REPORTING YEAR ENDING MARCH 31, 2021.

CARRIED

VII ADJOURNMENT

The meeting adjourned at 4:41 p.m.

TOP

Board of Governors Briefing

Program Cancellations

For Decision

November 9, 2020
Submitted by: John Boraas, VP: Education

1. OVERVIEW

1.1. Associate Degree of Science (Psychology)

Last intake: September 2018 | **Approved by EdCo:** December 12, 2018

Description: The Associate Degree of Science (Psychology) was created in 2005 in the School of Arts & Science to provide direct transfer.

Rationale: Because of changes at UVIC and UBC, transfer was most effective for students using the Associate Degree of Arts in Psychology. As a result this duplicate program was deemed to be confusing rather than helpful to students and the Associate of Arts transferred most efficiently.

Financial Implications: No budget implications

1.2. Employment Training and Preparation

- Cooperative Community Cooking
- Distribution Services
- EARTH Gardening
- Workplace Literacy and Numeracy
- Level 1
- Level 2

Last intake: January 2020 | **Approved by EdCo:** May 20, 2020

Description: The Employment Training and Preparation (ETP) programs were created and offered to fulfill a need to help ETP students gain employment and personal skills.

Rationale: These programs have been restructured into the following new Employment Preparation programs approved by EdCo May 20, 2020.

Employment Preparation
Sector-Specific Employment Training
Occupations Launch

1.3. Certificate in Indigenous Human Services Career Access

Last intake: September 2016 | **Approved by EdCo:** April 15, 2020

Description: The 8-month Indigenous Human Services Career Access (IHSCAP) program was designed for Indigenous learners interested in careers in human/social/community service.

Rationale: The Indigenous College Preparatory (ICP) program has absorbed the students from IHSCAP. Since its most recent renewal, ICP provides students with the student development courses (Circle and Elders' Teachings) and English 091 and 093 which were formerly only in IHSACP.

Financial Implications: No budget implications

TOP

1.4. Nursing Access for Practical Nurses – Bridge Program

Last intake: January 2015 | **Approved by EdCo:** December 11, 2019

Description: The Nursing Access for Practical Nurses was designed as a bridging program for LPNs to access entry into the BSN program. There is no credential associated with this bridging program.

Rationale: The new Practical Nurse to Baccalaureate of Science in Nursing (PN2BSN) (pending UVic Senate approval) bridging program approved by EdCo on October 17, 2018 replaces the Nursing Access for Practical Nurses (NAPN) program, which was suspended in 2016, so that further study could be undertaken on how to better prepare students to transition into the collaborative Victoria BSN program. In the event that that UVIC senate approval is denied, then changes may need to be made to the PN2BSN bridge program to ensure future UVIC senate approval.

Financial Implications: No budget implications

1.5. Sport Management Specialization in the Bachelor of Sport and Fitness Leadership

Last intake: January 2018 | **Approved by EdCo**: October 21, 2020

Description: The specialization was created to meet the need for sport managers in the field of sport, recreation and fitness management.

Rationale: The specialization has been restructured as the Bachelor of Sport Management degree program which received approval from the Ministry of Advanced Education on January 6, 2020.

Financial Implications: No budget implications

1.6. Certificate in Sport Management Access

Last intake: January 2018 | **Approved by EdCo**: October 21, 2020

Description: The program was created as a pathway for students to achieve the prerequisites, Math 11 in particular, for entrance into the Sport Management Diploma and Degree programs.

Rationale: The program is no longer needed with removal of Math 11 as an admission requirement to the Bachelor of Sport Management.

Financial Implications: No budget implications

2. MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE CANCELLATION OF THE FOLLOWING:

- Associate Degree of Science (Psychology)
- Employment Training and Preparation
- Indigenous Human Services Career Access
- Nursing Access for Practical Nurses – Bridge Program
- Sport Management Specialization in the Bachelor of Sport and Fitness Leadership
- Sport Management Access

TOP

3. COMMUNICATIONS

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

4. SUPPORTING DOCUMENTATION

See the applicable EdCo agendas and minutes available on the college website (camosun.ca/about/education-council).

TOP

BOARD OF GOVERNORS

FINANCE COMMITTEE MINUTES

MEETING: **Monday, August 31, 2020**
TIME: **4:00 pm**
ONLINE: **Teams**

BOARD MEMBERS:	**RESOURCES:**
Mike Stubbing, Chair	Deborah Huelscher, VP Administration & CFO
Monty Bryant	
Brenda McBain	**REGRETS:** Al van Akker
Margie Parikh	
Sherri Bell, President (ex officio)	**EXECUTIVE ASSISTANT:** Heather Martin

I CALL TO ORDER

Finance Committee Chair Mike Stubbing called the meeting to order at 4:05 pm.

II APPROVAL OF AGENDA

The agenda was approved as presented.

III MINUTES OF PREVIOUS MEETING

The minutes of the May 19, 2020, meeting were approved as distributed.

IV NEW BUSINESS

1. High Level Finance Training

Deborah Huelscher, VP Administration & CFO, reviewed the finance training module that the board will receive on April 6, 2021. Mike Stubbing, Chair, sought feedback on whether the training module is presented in an understandable way, is relevant to board, and what might be missing that the board needs to know for their financial oversight responsibility. Mike and Deborah will incorporate the feedback into the training. They will offer the training ahead of time for the three new members. At the Orientation on September 9, they will invite other members who may be interested now.

2. Financial Management Report for the Three Months to June 30, 2020

Deborah Huelscher, VP Administration and CFO, noted at June 30 we are reporting a deficit balance of $5.7M against a pre-Covid-19 budgeted deficit of $5.4M. We have a significant shortfall in our Q1 revenue with tuition and ancillary service revenues below budget by $3.9M, however, this revenue loss is offset by a positive grant variance of $1.4M for a total negative variance of $2.5M. The shortfall in revenue is offset by cost savings of $2.2M, resulting in an overall negative variance of $300K. When our enrolment numbers and associated revenues and expenses are confirmed at September 30 we will review and update the assumptions, estimates, and potential mitigation strategies and include this when we report our Q2 results to the Board.

TOP

A report to the board 'COVID-19 Financial Scenario Update' will become a standing item on the board agenda. By the end of September when fall enrolment is set, a more precise scenario will be possible. Mike and Deborah will meet to plan the report. After the September 21 Board meeting, Mike and Deborah will release a high-level joint statement to the college community.

3. 2019/2020 Financial Information Act Report

Mike Stubbing, Chair, asked for questions on the Financial Information Act Report.

MOTION:
THAT THE FINANCE COMMITTEE RECOMMENDS THAT CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE 2019/2020 FINANCIAL INFORMATION ACT REPORT AND AUTHORIZE ITS SUBMISSION TO THE MINISTER OF FINANCE AND THE MINISTER OF ADVANCED EDUCATION, SKILLS & TRAINING.
CARRIED

4. Finance Committee Terms of Reference – Annual Review

The Finance Committee Terms of Reference were accepted as distributed.

V ADJOURNMENT

The meeting was adjourned at 5:42 pm.

TOP

BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: **Tuesday, October 13, 2020**
TIME: **5:00 pm**
ONLINE: **Teams**

BOARD MEMBERS:
Monty Bryant, Chair
Sherri Bell, President
Tanya Clarmont
Joanne Cumberland
Richard Margetts
Brenda McBain
Brent Palmer
Margie Parikh
Emily Rogers
Mike Stubbing
Fillette Umulisa
Al van Akker
Lindsay JD van Gerven
Phil Venoit

ADMINISTRATION:
Heather Cummings, VP Student Experience
Deborah Huelscher, VP Administration & CFO
Rodney Porter, Exec. Director, Communications & Marketing
Geoff Wilmshurst, VP Partnerships

REGRETS:
Bijan Ahmadi
John Boraas, VP Education
Barbara Severyn, Exec. Director, Human Resources

EXECUTIVE ASSISTANT: Heather Martin

I CALL TO ORDER

Monty Bryant, 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

Monty Bryant, Chair, noted he and Sherri Bell met several times virtually for planning. It has only been three weeks since our last meeting, so the report is brief. The Ministry postponed this year's Indigenous Post-Secondary Board Member Gathering. Tanya Clarmont attended in Vancouver last year, and will take part again once a new date is found. On October 7, Monty took part in the college's Fall Virtual Gathering. It was a wonderful opportunity for all employees to gather together, and have their questions answered by the administration.

TOP

2. President's Report

Sherri Bell, President, noted that for the last five years the College acknowledged Orange Shirt Day on September 30. Orange Shirt Day commemorates the experience of the Indigenous children who were put into residential schools. Carey Newman, a local artist, created the Witness Blanket that resides in the Museum for Human Rights in Manitoba. It is made of items reclaimed from the schools. A film was made of the making of the blanket, '*The Making of the Witness Blanket*'. It was sent to everyone in the college to watch before the virtual Orange Shirt Day panel session. The panel included Carey Newman, Elaine Ting, Sherri Bell, Janice Simcoe, Sandee Mitchell, and Ruth Lyall.

Sherri is a member of the Colleges and Institutes Canada (CICan) Board of Directors, through which she moderated a panel of key Canadian leaders 'Rebuilding a Sustainable Economy in Crisis'. It was broadcast across the country. It was an interesting look at the green economy, which needs the engagement of Indigenous people.

On October 7, we held a virtual gathering for staff from across the college. Employees posed questions ahead of time, as well as during the meeting, to the College Executive Team. Rodney Porter moderated the event. Monty Bryant provided opening and closing comments, which were greatly appreciated. Approximately 400 employees took part. They appreciate the connection, so another one will be held later in the fall. We are reviewing the Safe Start process. We are bringing some students back on campus based on the program needs. A portion of a course may be delivered on campus. We are looking at the process for January now. We are slowly bringing other services back. The Library at Lansdowne is open now, and the gym at Lansdowne will be opening. The Chargers have started practicing again. We are following provincial government guidelines to return slowly to somewhat normal.

3. Foundation

Tanya Clarmont, Foundation Liaison, attended her first meeting on October 1. They reviewed student enrolment numbers, approved the meeting schedule for next year, and looked at the status report on investments, as well as the Health and Wellness capital campaign. Tanya gave them a report from the Board of Governors. Geoff Wilmshurst, Vice President Partnerships, noted the numbers have not changed since we met last, and added that Tanya will be a great addition to the Foundation Board in the coming year.

4. Education Council

Joanne Cumberland, Liaison, noted the minutes from the June 24, 2020, meetings were included in the agenda package. There has been no Education Council meeting since the last time the board met.

5. Pacific Institute for Sport Excellence (PISE)

Sherri Bell, President, reported on the PISE board meeting and AGM on September 24. They welcomed two new members, Shelly Niemi and Terry Wright. Board members have a six-year maximum term on the board. They approved the audited financial statements. At the time of the COVID shutdown they laid off employees, who received a wage subsidy. They are now in a good financial position. The PISE gym was renovated and has a brand new floor. There are new bleachers and new drop down basketball hoops.

6. Finance Update

Mike Stubbing, Chair, Finance Committee, noted there is nothing significant to report since the last board meeting. The forecasted deficit has not changed. It is very reasonable given the circumstances. We had to submit financial projections to the Ministry for this year and the next three fiscal years beyond that. The projections show a return to full revenue next year, then to holding the line for the next two years. We will have a deficit this year, but hope to break even the following year, and then have a small surplus in the two subsequent years after that by keeping expenses slightly below revenue. Deborah Huelscher, VP Administration & CFO, is working on the Quarter Two results right now. The results will go to the Finance committee then to the board.

IV BOARD COMMITTEE REPORTS

1. Executive Committee

Monty Bryant noted the Executive met virtually on September 28 using Teams. We made a recommendation to the Board on the 'Public Sector Employers' Council Secretariat (PSEC) Executive Compensation Freeze'.

i) Public Sector Employers' Council Secretariat (PSEC): Executive Compensation Freeze

MOTION
THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS ACKNOWLEDGE, IN RESPONSE TO THE MINISTER'S DIRECTION, THAT THERE WILL BE NO COMPENSATION INCREASES FOR THE 2020/21 EMPLOYEE PERFORMANCE YEAR FOR THE PRESIDENT.
CARRIED

V APPROVAL OF THE MINUTES

The minutes of the September 21, 2020 inaugural and regular meetings were approved as distributed.

VI NEW BUSINESS

1. Enrolment Report

Scott Harris, Registrar, presented an overview of the enrolment report included in the agenda package. The headcount is the number of learners at the college, and this fall there are 9,295. The student retention rate increased, and is better than at many other institutions. Two thirds of our students are full-time, and a third are part-time. Just Under 6% are Indigenous. The median age is 23. Some programs had to reduce capacity due to COVID-19, so the program enrolment numbers do not tell the whole story. Full Time Equivalent (FTE), which is the amount of activity a student takes in a year, is down slightly over last year. We are the largest college in BC for domestic enrolment.

2. Strategic Plan Goal: The Levelling Up of Student Experience

Heather Cummings, VP Student Experience, noted the Student Experience portfolio, which has continuously transformed since it began five years ago, had great model by March 2020. However, over the last six months the pandemic forced them to provide even better service to the students. To level up, they embraced opportunity, created synergies and leveraged technology. They adopted appointment-booking software, video conferencing for students, and moved away from paper-based processes to dramatically shorten wait times. They used software available in the Library that is cutting-edge. They re-engineered processes behind the scenes. In

fall 2020, they launched a call centre in the Registrar's Office. The students have rapid access to counsellors, often within 48 hours, using many different options. They introduced virtual career fairs, virtual co-op classes, and technology loans. The Student Services employees embraced the change and created something better.

VII ADJOURNMENT

The meeting was adjourned at 6:05 pm.

Monty Bryant, Chair **Date**

Heather Martin, Executive Assistant

CAMOSUN COLLEGE 50th ANNIVERSARY

PROJECT UPDATE

"HONOURING THE PAST, INSPIRING THE FUTURE"

DRAFT
For Board Review

QUESTIONS FOR THE BOARD OF GOVERNORS:

1) What are one or two things that excite you about this update?
2) What's missing, and do you have any other suggestions?

CELEBRATION PERIOD:

- February 2021 – November 2021
- 50th Anniversary planning team established (September 2020)
- Working committees formed (October 2020)

ACTIVITIES:

- Logo launch in November as part of the 50th Anniversary website:
  - Interactive timeline for people to submit their memory, story or photo.
- Student creativity competition – art, music/song, spoken word telling a 50th anniversary story or presentation.
- Campus banners featuring 50th anniversary logo.
- City of Victoria banners featuring 50th anniversary logo in June 2021.
- Community engagement e.g. restaurant partnerships, suppliers for prizes, discounts for alumni and students.
- 50th anniversary merchandise available late November 2020.
- Archival research project: Camosun College Association of Retired Employees participation.
- Legacy award or bursary:
  - $50 for 50 campaign.
  - Giving Tuesday in December 2021.
- Advertising and marketing throughout 2021.

TOP

DRAFT
For Board Review

EVENTS:

- Conversations Day in February themed '*Honouring the Past, Inspiring the Future*'.
- Board Award for Innovation & Community Partnership.
- Graduation 2021 and 2022.
- Camosun College Association of Retired Employees AGM.
- Welcome Week (Sept. 6).
- Anniversary Celebration (Sept. 16):
  - Camosun College Day proclamation.
  - 50th anniversary commemorative plaque installation (location TBD).
- Campus festival (on campus or virtual) around Sept. 18.
- Indigenous Education Forum.
- Music event fall 2021 (on campus or virtual).
- Chargers alumni weekends in September / October 2021.
- Alumni homecomings for each school in fall 2021.

50TH ANNIVERSARY LEGACY:

- Adapting the 50th anniversary logo to a college seal on future credentials.
- Student award or bursary.
- Student art competition.
- Archival project.

TOP

CCFA Report to Camosun Board of Governors

9 November 2020

In our last Board report, dated 10 June 2020, I painted a picture of a college in crisis. Camosun had enacted a sudden, wholesale shift to remote educational delivery. The provincial government deemed our work essential, yet offered no help for us perform it under extraordinarily demanding conditions. Now we are in the thick of it. Teaching loads are heavy, with no time allocated for concurrent online course development. Faculty members have been doing uncompensated overtime for months, sacrificing evenings, weekends and hard-earned vacation to keep up. And we are isolated in an alien learning landscape, just as our students are isolated from their own systems of support and needing more from us than ever before.

The cracks are starting to show. The CCFA is fielding a growing number of pleas for assistance, as requests for workload relief are denied, and faculty contemplate unpaid leaves of absence or retirement in order to cope. We don't know how many others are quietly suffering, perhaps risking their health. We do know this risk to faculty is also a risk to student success.

When I last wrote to you, I asked for help. It was disappointing not to receive a response. Although the Board's place may be 'above the fray' of College operations, not acknowledging such a major issue contributes to a widespread feeling of being stranded. Our impression now is that the College intends to wait this out, doing the necessary damage control until the great shift online is, to some standard, complete. The damage may be considerable.

For our part, the CCFA has a duty to protect our members' collectively bargained rights. Therefore, after numerous conversations in which administration's constraints were made apparent, we filed workload grievances for the Winter and Spring/Summer terms of 2020, on behalf of all affected faculty. We are also working with the Federation of Post-Secondary Educators and a range of post-secondary unions on other approaches to bring attention and relief to our sector.

The workload grievances form a regrettable new chapter in a story of deteriorating labour relations. Last fall, I submitted a grievance table for your information, and you will see an update below. I believe the numbers speak for themselves. Please remember that each case represents one or more Camosun community members in distress. These are trying times, and we see the strain on everyone, including our administrators. However, we feel that CCFA labour relations have slid to a bad place, making the present crisis worse. Serious work is needed to restore mutual understanding of our collective agreement and a sense of mutual responsibility to uphold it.

CCFA Labour Relations Snapshot: Active Grievances		
Step	*12 Nov. 2019*	*30 Oct. 2020*
1	1	9
2	4	3
3	4	2
Arbitration	9	14
Abeyance	3	3
TOTAL	**21**	**31**

On a positive note, let me relay that I am among the lucky few who was approved to do some in-person instruction this fall. I have been taking my Environmental Technology students into the field to learn about landscape processes, and being out there together has been a breath of fresh air, literally and figuratively. Everyone involved with the Safe Start process deserves credit for their hard work to make face-to-face instruction possible in plague times, albeit in limited fashion. I hope we can find a way to safely do more of it.

Thanks as ever for your service to Camosun, particularly in this difficult time. I would be glad to connect with you about this report, or other matters. Please don't hesitate to contact me.

Sincerely,

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