



BOARD OF GOVERNORS

REGULAR MEETING AGENDA

MEETING: Monday, April 11, 2022
TIME: 5:00 pm
LOCATION: Paul 216, Lansdowne Campus
ONLINE: Teams

BOARD MEMBERS:

Monty Bryant, Chair
Bijan Ahmadi
Tanya Clarmont, Vice Chair
Joanne Cumberland
Amanda Garner
Puneet Kaur
Lindsay Kearns
Richard Margetts
Brenda McBain
Brent Palmer
Ruth Mojeed Ramirez
Mike Stubbing
Lane Trotter, President
Al van Akker

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

REGRETS: nil

EXECUTIVE ASSISTANT: Heather Martin

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

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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] (Lane Trotter)	attachment 4
3. Foundation [5 min] (Brent Palmer/Geoff Wilmshurst)	no attachment
4. Education Council [5 min] (Bijan Ahmadi/Ruth Mojeed Ramirez)	
i) Minutes of the February 16, 2022, meeting	attachment 7
5. Pacific Institute for Sport Education [nil]	no attachment

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IV BOARD COMMITTEE REPORTS	
1. Executive Committee [5 min] (Monty Bryant)	
i) 0-5.10 Respectful Workplace Policy – Update [5 min] (Lane Trotter) *	attachment 11
2. Finance Committee [10 min] (Mike Stubbing)	
i) Minutes from the January 31, 2022, meeting	attachment 18
ii) Report from the April 4, 2022, meeting	
a. Budget 2022/2023 *	attachment 20
3. Governance Policy Review Committee [2 min] (Monty Bryant)	
i) Minutes from the February 15, 2022, meeting	attachment 21
ii) Report from the March 15, 2022, meeting	
V APPROVAL OF THE MINUTES	
1. Minutes of the March 7, 2022, meeting [2 min] (Monty Bryant)	attachment 23
VI NEW BUSINESS	
1. Strategic Plan Development Update [5 min] (Lane Trotter)	no attachment
VII ADJOURNMENT	
* Requires a decision. See Page 3 for the proposed motions.	attachment 3



BOARD OF GOVERNORS

Regular Meeting

MOTIONS

Monday, April 11, 2022

IV BOARD COMMITTEE REPORTS

1. Executive Committee

- i) 0-5.10 Respectful Workplace Policy – Update

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE CHANGE OF THE APPROVAL BODY FOR THE POLICY '0-5.10 RESPECTFUL WORKPLACE' FROM THE COLLEGE EXECUTIVE TEAM TO THE BOARD OF GOVERNORS.

2. Finance Committee

- ii) Report from the April 4, 2022, meeting
 - a. Budget 2022/2023

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS CONDITIONALLY APPROVE THE COLLEGE'S BUDGET FOR THE FISCAL YEAR 2022/23 WITH TOTAL REVENUE OF **\$146,790,200** AND TOTAL EXPENDITURE OF **\$154,073,440** RESULTING IN A BUDGETED DEFICIT OF **\$7,283,240**, SUBJECT TO APPROVAL BY THE MINISTRY OF ADVANCED EDUCATION AND SKILLS TRAINING AND THE MINISTRY OF FINANCE.



Board of Governors

SUBMITTED BY: Lane Trotter, President

DATE: April 11, 2022

TOPIC: President's Report March 8 – April 11, 2022

1. Meetings with External Community

On March 9th Janice Simcoe and I had the pleasure of visiting with Skip and Linda Dick at their home. This was a great opportunity to thank them both for their continued support of Camosun and our Indigenous students as well as an opportunity to get to know each other better.

On March 22nd, I had an initial Teams conversation with Fran Hunt-Jinnouchi and Coreen Child of the Aboriginal Coalition to End Homelessness (I was introduced to them by MLA Grace Lore.) We had a good conversation about what Camosun could do to complement the work of the Coalition.

On March 31st, Jody Kitts and I met with Chief Gordon Planes, T'Sou-Ke First Nation in Sooke. This was a follow up to my arrival at Camosun, when I wrote to the Chiefs in the college's catchment to introduce myself and ask to meet with them. It was a chance to get to know each other as well as discuss how Camosun can work with members of the T'Sou-Ke First Nation.

On April 8th I attended the BC Council of Presidents on-line meeting.

On April 11th, Geoff Wilmshurst and I hosted Indian Consul General (Vancouver) Manish, his wife and Mr. Jas Sandhu for a tour of both campuses. It provided an opportunity to showcase the college for potential new international students.

2. Meetings with Senior Leadership Council (SLC) and Internal Meetings

I met with the Senior Leadership Council (SLC) on March 9th and 23rd. I also completed my one-on-one meetings with each of the SLC members; it was an excellent opportunity for me to learn about the areas they lead.

On March 8th I met with Michel Turcotte of the Camosun College Student Society (CCSS) to continue learning about the CCSS and discuss joint interests and opportunities.

On March 11th I was invited to be a "Mystery Guest" at two ELD classes taught by Lynnea Jackson and Amie Sondheim. What a great experience! As the title implies, I came to the class, talked a bit about my self and shared some items of personal special meaning. The students asked me questions and then worked in groups to try to guess what my work role is.

On March 16th I was given a tour of the Automotive Shop by instructor Patrick Jones and Kyle Broad, Chair of Mechanical and Metal Trades Department and gained increased knowledge of the department and the innovative work that they are undertaking.

On March 22nd Keith Todd, Chair of CUPE Local 2081 and Tool Room Attendant II – Motor Vehicle and Metal Trades, gave me a tour of the Trades Department and introduced me to many of the instructors and staff at the Interurban Campus. As with my other campus tours, this was another great opportunity to not only see our services and programs in action but also to meet some of the dedicated instructors and staff who provide our students with great education and the supports to ensure their success.

On March 25th I attended the HHS Dean's Forum and had the pleasure of meeting many of the faculty and staff of that school.

On April 1st I attended the Camosun International staff meeting and enjoyed the opportunity to meet with the group and get to know them.

3. Events and Awards Ceremonies

International Women's Day - March 8

Camosun acknowledged International Women's Day on March 8th with a variety of events at Lansdowne and special month-long book displays in the libraries on both campuses. Events included:

- Welcome and Blessing - May Sam
- Brushing Off Ceremony - Bernadine Mawson
- Reading and Vigil in recognition of IWD - Monique Gray Smith

May Sam is a famous Cowichan Knitter from Mill Bay whose work is renowned world-wide. May is a treasured member of the Elders Voices Council here at Camosun College. Bernadine Mawson is from the Tsawout First Nation and is a healer who specializes in trauma work. Bernadine works at The Tsow-Tun-Le Lum Treatment Center on Vancouver Island and as cultural support person here at Camosun College. Monique Gray Smith is a mixed heritage woman of Cree, Lakota, and Scottish descent. She is an award-winning author, international speaker.

Pitch & Plate Event - March 16

I attended the Pitch & Plate event on March 16 with MLA Lana Popham, Minister of Agriculture, Food and Fisheries. Minister Popham advised that thirty percent of food in post-secondary institutions is sourced locally. This number varies by institution. Camosun's Chef David Lang is committed to sourcing locally.

Elder's Honouring Lunch - March 24

I took part in the 'Elder's Honouring Lunch' on March 24. It was hosted by the Indigenous Studies Students and Eyē? Sqá'lewen Faculty. The special guests were Barney Williams, Bernadine Mawson, Bertha and Joe Landrie, Della Rice-Sylvester, Doug and Kathy Lafortune, May Sam, Skip and Linda Dick, and Victor Underwood. We acknowledged and celebrated the wisdom that the Old Ones, Knowledge Keepers, and Elders have shared with us.

Camosun Cultural Showcase Event – March 21-25

Camosun's annual Cultural Showcase event returned for the 13th time, after a two-year hiatus due to the pandemic. It took place online between March 21 and 25 and featured a variety of performances from members of Camosun's international student body. The purpose of the showcase is bringing cultures together and recognizing the UN's International day for the Elimination of Racial Discrimination. All proceeds from the event were donated to the Camosun College World University Service of Canada (WUSC) chapter.

HIRES/WUSC Celebration – March 25

On March 25, I attended the celebration of the success of the pilot phase of the HIRES refugee labour mobility project and the wrap-up of the second cohort's time at Camosun. The project is a partnership of World University Services Canada (WUSC) and Camosun.

April 1, 2022 - April Fool's Day

We had an opportunity to do two April Fool's Day jokes with the 'renaming' of the Camosun Chargers to the Camosun Mustangs, and Camosun International to United Student Services. Royal Roads also did a 'Dr. Steenkamp's School for Gifted People of all Ages'. Thank you to the Chargers and Camosun International for being part of the gags.

Unveiling of BC Games Torch – April 7

On April 7th, Minister Melanie Mark attended Camosun Innovates at the Interurban campus to unveil the BC Games Torch. Design of the new torch began as a student-led initiative that was the basis of a capstone project for four students from the Mechanical Engineering Diploma program at Camosun. The B.C. Games Society was pleased with the concept and the applied research arm of the college stepped in so Lacey Reay could take the torch from idea to full implementation. Camosun Innovates, the applied research department of the college, provided Reay with the resources to design, test and build the torch. With a clean fuel source that produces a consistent low-emission flame and the addition of a protective shut off valve, the new design prioritizes safety and usability.

Indigenous Student Awards Ceremony – April 7

I was honoured to attend the Indigenous Student Awards ceremony which took place in the Alex and Jo Campbell Centre for Health and Wellness (CHW) on April 7th.



APPROVED Minutes

REGULAR MEETING

Wednesday, Feb 16, 2022

4:00 – 6:00 pm

P216, LACC 321, MS Teams

Present

Voting Members

- | | |
|---|------------------------------------|
| 1. Andrea Kucherawy, Support Staff (Vice-Chair) | 11. Kyle Jones, Student |
| 2. Bijan Ahmadi, Faculty (Chair) | 12. Lindsay van Gerven, Student |
| 3. Blair Fisher, Faculty | 13. Lois Fernyhough, Faculty |
| 4. Brian Coey, Faculty | 14. Mark Fournier, Faculty |
| 5. Corrine Michel, Faculty | 15. Monika Bhardwaj, Student |
| 6. Debbie Hlady, Administration | 16. Richard Stride, Administration |
| 7. Emily Schudel, Faculty | 17. Ruth Lyall, Faculty |
| 8. John Boraas, Administration | 18. Ryan Russell, Faculty |
| 9. Julia Grav, Faculty | 19. Scott Harris, Administration |
| 10. Karen Young, Student | 20. Tia Primrose, Support Staff |

Non-Voting Members

- | | |
|--|--|
| Connie Klassen, ICC Chair | Lane Trotter, President |
| Peter Moroney, Education Policy & Planning | Todd Ormiston, Indigenization Representative |
| Ruth Mojeed Ramirez, Board of Governors | |

Guests: Leta Zaleski, Faculty Curriculum Lead/Faculty, Dental Assistant & Hygiene; Mandy Hayre, Chair, Dental Assistant & Hygiene; Rashed Al-Haque, Education Policy Specialist

Regrets/Absent: Julia Grav, Mark Fournier, Corrine Michel

ITEM	PRESENTER
<p>A. CALL TO ORDER AND DECLARATION OF QUORUM</p> <p>The regular meeting was called to order at 4:04 pm. Quorum was reached.</p>	Bijan Ahmadi
<p>B. ACKNOWLEDGEMENT OF COAST SALISH TERRITORY</p> <p><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. <http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html></i></p>	Bijan Ahmadi

ITEM	PRESENTER
<p>C. CHECK-IN</p> <p>Bijan gave Council members open space for those who wished to speak about how they are personally feeling in terms of what is happening at the College and in the world around them.</p>	Bijan Ahmadi
<p>F. ACCEPTANCE OF AGENDA</p> <p>The agenda for February 16, 2022 was approved by unanimous consent.</p>	Bijan Ahmadi
<p>G. MINUTES FOR APPROVAL</p> <p>The minutes for the January 19, 2022 meeting were approved by unanimous consent.</p>	Bijan Ahmadi
H. REPORTS	
<p>1. Education Council Chair</p> <p>Bijan had nothing further to report.</p>	Bijan Ahmadi
<p>2. VP Education</p> <p>John had nothing to report. He extended his appreciation and thanks for the curriculum and educational policy work that happens across the institution.</p>	John Boraas
<p>3. Board Member</p> <p>Ruth reported that the Board met on January 7th. They welcomed the President, Lane Trotter, who spoke about his strategic and personal plans for the upcoming year. The Foundation report and progress updates were presented. The Board also discussed financial reports as it pertained to the ramifications of Covid and the impacts on enrolment. Lane added that he will make sure that the objectives that he presented to the Board gets shared with the community.</p>	Ruth Mojeed Ramirez
I. COMMITTEE REPORTS	
<p>Education Council Policy and Standards Committee</p> <p>Peter reported that the Committee met on February 7th. It was hoped to have the Grading Policy ready for this EdCo. Agreement was achieved on a particular clause, which was the main goal coming out of the consultations with ELT. In this process there was other language identified that needs to be addressed. Some of it is archaic and does not reflect the current circumstances in the way courses are being delivered. The committee will address this so that the policy comes to EdCo as a complete revision.</p> <p>The ICC Terms of Reference is under review for what various stakeholders have wanted to see in that, while looking at what the practical realities and resourcing issues of the College are in relation. There are no changes to fundamental principles and the goal is to bring this forward to EdCo in the Education Approvals changes package.</p>	Peter Moroney

ITEM	PRESENTER
The Final Exam Policy draft was reviewed and is being brought forward today with edits and comments for discussion and Council feedback.	
J. INTEGRATED CURRICULUM COMMITTEE REPORT	Connie Klassen
Curriculum for Presentation and Approval	
Whereas: The Integrated Curriculum Committee has reviewed and had consensus to recommend full approval of the following curriculum:	
HHS: DENTAL ASSISTANT & HYGIENE	
Bachelor of Science in Dental Hygiene (BScDH)	
DHYG 410	
DHYG 411	
DHYG 421	
DHYG 423	
DHYG 424	
Motion:	
That Education Council approves the curriculum as submitted:	
Moved by: Scott Harris	
Seconded by: Monika Bhardwaj	
Motion Carried	
Regular Curriculum for Approval	
Whereas: The Integrated Curriculum Committee has reviewed and had consensus to recommend full approval of the following curriculum:	
HHS: NURSING	
Nursing (Baccalaureate of Science)	
T&T: COMPUTER SCIENCE PROGRAM AND COURSES	
ICS Technologist (Dip)	
ICS 211 – Web Applications	
ICS 212 – Database Systems Management	
ICS 214 – Programming from C to C++	
ICS 215 – Systems Analysis and Design	
ICS 223 – Gaming and Graphics Concepts	
ICS 226 – Network and Server-Side Programming	
ICS 228 – Computer Ethics and Security	
ACCESS: INDIGENOUS STUDIES	
IST 120	

ITEM	PRESENTER
CSEE: BAET PROGRAM AND AET COURSES	
BAET program	
AET 201	
AET 202	
AET 260	
AET 261	
AET 301	
AET 302	
AET 401	
AET 402	
<p>Motion: That Education Council approves changes to the curriculum as submitted:</p> <p style="text-align: right;">Moved by: Monika Bhardwaj Seconded by: Blair Fisher Motion Carried</p>	
K. PRESENTATION AND DISCUSSION	
<p>Policy Consultation: Draft Final Exam Policy</p> <p>Rashed presented the first draft of the proposed policy and provided an overview of its development and key points. EdCo members asked questions and provided feedback. Rashed will be meeting with the stakeholders and the Policy and Standards Committee for incorporation of the feedback before it comes back to EdCo for further discussion.</p>	Peter Moroney/ Rashed Al-Haque
M. ADJOURNMENT	Bijan Ahmadi
The meeting adjourned at 5:40 pm.	



BRIEFING NOTE
Board of Governors

SUBMITTED BY: Lane Trotter, President
DATE: April 11, 2022
TOPIC: 0-5.10 Respectful Workplace Policy Revision

For Information:

For Decision: X

For Discussion:

1. OVERVIEW

The college is undergoing a review of all policies in order to update them in accordance with the Policy Framework, established in late 2019. In the framework, all policy must fit under Governance policy or Educational policy. Governance policy is approved by the Board of Governors. Educational policy is approved by the Education Council. All other policies will be moved out of policy and into policy-informed directives; policy-informed procedures, requirements, and standards; or policy-informed practice.

Governance policy includes college-wide values, principles, and priorities; institutional goals and accountabilities; financial health; external relations; and legal and regulatory compliance.

The review conducted by the College Executive Team (CET) determined that the 'Respectful Workplace' policy is a Governance policy. The approval body for the policy was CET, and so now it must be changed from CET to the Board of Governors.

2. OPTIONS

Approve the change of the Approval Body for '0-5.10 Respectful Workplace' policy from College Executive Team to the Board of Governors.

3. FINANCIAL IMPLICATIONS

No financial implications.

4. COMMUNICATIONS

The policy will be updated on the college policy website.

5. RECOMMENDATION AND OR MOTION

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE CHANGE OF THE APPROVAL BODY FOR THE POLICY '0-5.10 RESPECTFUL WORKPLACE' FROM THE COLLEGE EXECUTIVE TEAM TO THE BOARD OF GOVERNORS.

6. SUPPORTING DOCUMENTATION:

0-5.10 Respectful Workplace policy with revision.



POLICY TITLE	Respectful Workplace
POLICY NUMBER	O-5.10
APPROVAL DATE	February 13, 2014
APPROVAL BODY	College Executive Team Proposed change to Board of Governors
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	February 3, 2022 March 10, 2022
NEXT REVIEW DATE	2026
HOLDER	Executive Director, Human Resources
RESPONSIBLE OPERATIONAL LEADER	Executive Director, Human Resources
SUPPORTING DOCUMENTS	O-5.10.1 Procedures for Reporting, Resolving and/or Investigating Respectful Workplace and Human Rights Complaints O-5.10.2 Respectful Workplace Formal Complaint Form O-5.10.3 Respectful Workplace Policy Response Form

RESPECTFUL WORKPLACE

RATIONALE

This purpose of this policy is to ensure that individuals work in a respectful workplace, free of bullying, harassment, and discrimination.

POLICY APPLICATION

This policy applies equally to all persons associated with Camosun College (collectively defined as 'Individuals').

DEFINITIONS

1. **Individuals:** refers collectively to all people and groups covered by this policy including:
 - a) All College employees;
 - b) Students;
 - c) Individuals involved with the College's affiliated programs;
 - d) Volunteers, guests or visitors to Camosun College;
 - e) Suppliers and contractors;
 - f) Individuals authorized to access Camosun College information, Camosun College information systems, or Camosun College facilities or equipment.



2. Respectful Workplace - A respectful workplace is characterized by:

- a) Polite behaviour – courteous and considerate behaviour toward others;
- b) Inclusion of other people with different backgrounds, cultures, strengths, and opinions;
 - i. *Inclusion for the purposes of this policy means welcoming people with diverse backgrounds, cultures, strengths, and opinions into the workplace.*
 - ii. *Behaviours include but are not limited to: working to understand cultural differences, working constructively with employees accommodated as a result of the employer’s duty to accommodate, and valuing other’s differing styles and contributions.*
- c) Freedom from disrespectful, discriminating, bullying and harassing behaviour;
- d) Constructive management of differences;
 - i. *Differences are understood to be a fact of life and are managed through conflict management and dispute resolution processes;*
- e) Support;
 - i. *Individuals are supported to learn and practice dispute resolution and respectful workplace skills.*
 - ii. *“Support” for the purpose of this policy means coaching, in-service training, and/or internal or external intervention designed to bring dispute resolution skills and respectful workplace knowledge to the workplace.*

3. Personal Harassment

Personal harassment is any behaviour by a person directed against another person that a reasonable person would know or ought to know would cause offence, humiliation or intimidation.

- a) Behaviours include but are not limited to: making derogatory comments to or about another person, swearing, yelling, and inappropriately interfering in another person’s work, derogatory gestures, embarrassing practical jokes, ridicule, gossip, reckless disregard or denial of another’s rights, improper use of power or authority or physical assault.

4. Bullying

Bullying is any repeated or systematic behaviour (physical, verbal, or psychological - including shunning) which would be seen by a reasonable person as intending to belittle, intimidate, coerce, or isolate another person.

- a) Personal harassment and/or bullying does not include acceptable social banter in the workplace. Nor does it include actions occasioned through the exercise in good faith of management’s rights for bona fide operational requirements or progressive corrective discipline in a manner that is respectful of those involved.

5. Human Rights: Discrimination and Discriminatory Harassment

It is important to note that either form of discriminatory conduct described in this section is a breach of this policy, and may also constitute a breach of the [British Columbia Human Rights Code](#).



a) **Discrimination**

Discrimination is unfair differential treatment of an individual or group, whether intended or not, on the basis of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, age, or unrelated criminal conviction. Discrimination of this nature imposes burdens or obligations on an individual or group that serves no legitimate work-related function.

b) **Discriminatory Harassment**

Discriminatory harassment is a form of discrimination where abusive, unfair, offensive, or demeaning treatment of a person or group of persons under any of these categories has taken place, and:

- i. *Has the effect of interfering with an individual's work or participation in work-related activities; or*
- ii. *Creates an intimidating, hostile, or offensive environment for work or participation in a work-related activity.*

c) **Sexual Harassment**

Sexual harassment is:

- i. *Conduct or comment of a sexual nature made by a person who knows or ought reasonably to know that such conduct or comment is unwanted or unwelcome; or*
- ii. *Expressed or implied promise of a reward for complying with a request of a sexual nature; or*
- iii. *Actual reprisal or an expressed or implied threat of reprisal for refusal to comply with such a request; or*
- iv. *Conduct or comment of a sexual nature which is intended to, or has the effect of, creating an intimidating, hostile, or offensive environment.*

CONFIDENTIALITY

To protect the interests of the complainant(s), the respondent(s), and any others who may be involved:

- a) Confidentiality will be maintained throughout the resolution processes to the extent practicable and appropriate under the individual circumstances;
- b) Information that must be shared will be disclosed on a "need to know" basis;
- c) Parties to a complaint, including witnesses, are not to share information or discuss the details of the complaint; and
- d) If the College determines that the safety of an individual is at risk, the procedures and rights outlined in this policy, including confidentiality, may be set aside.

This policy is subject to the Freedom of Information and Protection of Privacy Act.



PRINCIPLES

1. Camosun College is committed to:
 - a) ensuring that all individuals are treated with dignity and respect, free from discrimination, harassment and bullying;
 - b) aligning Respectful Workplace policy and procedures with its commitment to equity, diversity and inclusion;
 - c) ensuring that all individuals are supported in managing workplace differences; and
 - d) providing an environment that respects and promotes human rights and personal dignity.
2. All individuals, including employees, students, contractors, visitors and volunteers, are entitled to a work and an educational environment that is free from any form of discrimination and discriminatory harassment.
3. Individuals are responsible for conducting themselves in a respectful manner in the workplace and at work-related activities. Failure to maintain respectful conduct may lead to discipline up to and including termination of employment, and/or cancellation of contract.
4. Camosun College prohibits any behaviour that results in discrimination and erodes understanding and mutual respect. Individuals found to be in violation of the [BC Human Rights Code](#) may be subject to discipline up to, and including termination of employment, and/or cancellation of contract.
5. Students, visitors or guests found to be engaged in conduct constituting discriminatory harassment will be subject to remedy up to, and including suspension from the College and/or removal of access to college facilities and grounds.
6. Any remedy that results from a founded complaint of discrimination or discriminatory harassment, must comply with standards of fairness and due process.
7. Individuals are also responsible for reporting any violations of this policy to their workplace leader (includes: supervisors, chairs, managers, directors, deans, and executive members), or the Executive Director of Human Resources, and to participate in appropriate initiatives to improve respect within their workplaces.
8. Camosun College supports the maintenance of a Respectful Workplace by providing:
 - a) education about human rights, appropriate behaviour in the workplace, harassment, bullying and dispute resolution;
 - b) a process for informal resolution of respectful workplace complaints;
 - c) a process for the reporting and investigation of respectful workplace complaints, including discrimination and discriminatory harassment; and
 - d) interventions to strengthen workplace relationships.



PROCEDURES

1. CURRENT EMPLOYEES

Procedures for reporting, resolving, and/or investigating respectful workplace and/or human rights complaints are outlined in [O-5.10.1 Procedures for Reporting, Resolving and/or Investigating Respectful Workplace and Human Rights Complaints](#)

2. STUDENTS

Procedures for reporting, resolving, and/or investigating respectful workplace and/or human rights complaints where:

- a) The student is a complainant, please see the [Student Complaints](#) internet site or the College Ombudsperson; or
- b) The student is a respondent, please review the procedures outlined in the [Student Complaints](#) intranet site or review the [Student Misconduct Policy](#).

3. OTHERS

For all other instances covered by this policy, please review the Procedures for [Reporting, Resolving, and/or Investigating Respectful Workplace and Human Rights Complaints](#).

RELATED LEGISLATED REFERENCES AND COLLECTIVE AGREEMENTS

Government of Canada

- [Canadian Charter of Rights and Freedoms](#)
- [Criminal Code of Canada: Consolidated Statutes and Regulations](#)

Province of British Columbia

- [Civil Rights Protection Act RSBC 1996 c.49](#)
- [Colleges and Institute Act RSBC 1996 c.52 s.26](#)
- [Freedom of Information and Protection of Privacy Act RSBC 1996 c.165](#)
- [Human Rights Code RSBC 1996 c.210, Part 1](#)
- [Multiculturalism Act RSBC 1996 c.321](#)
- [WorksafeBC: Employer Duties – Workplace Bullying and Harassment](#)

Camosun College

- [Collective Agreements](#)



LINKS TO RELATED CAMOSUN POLICIES AND FORMS

POLICIES

- [G-2.1 Equity, Diversity and Inclusion](#)
- [O-5.11 Standards of Conduct](#)
- [O-6.1 Protection of Privacy](#)

FORMS

- [O-5.10.1 Procedures for Reporting, Resolving and/or Investigating Respectful Workplace and Human Rights Complaints](#)
- [O-5.10.2 Respectful Workplace Formal Complaint Form](#)
- [O-5.10.3 Respectful Workplace Policy Response Form](#)



BOARD OF GOVERNORS

FINANCE COMMITTEE MINUTES

MEETING: Monday, January 31, 2022
TIME: 4:00 pm
LOCATION: Paul 216, Lansdowne Campus
ONLINE: Teams

BOARD MEMBERS:

Mike Stubbing, Chair
 Monty Bryant
 Richard Margetts
 Brenda McBain
 Lane Trotter, President (ex officio)

RESOURCES:

Deborah Huelscher, VP Administration & CFO

REGRETS: Al van Akker

EXECUTIVE ASSISTANT: Heather Martin

I CALL TO ORDER

Finance Committee Chair Mike Stubbing called the meeting to order at 3:58 pm.

II APPROVAL OF AGENDA

The agenda was approved as presented.

III MINUTES OF PREVIOUS MEETING

The minutes of the November 1, 2021, meeting were approved as distributed.

IV NEW BUSINESS

1. Financial Management Report for the Nine Months to December 31, 2021

Mike Stubbing, Chair, Finance Committee, noted the review is of the first three quarters of the fiscal year, the nine months from April 1 to December 31, 2021. Deborah Huelscher, VP Administration & CFO, reported a deficit balance of \$4.5M against a budgeted deficit of \$5M, resulting in a positive variance of \$.5M at December 31. Deborah reviewed the results for each activity area. It is a good news story in that almost all areas are doing better than budgeted due to the outstanding efforts of the college employees. The deficit the college is facing is largely due to a reduction in the number of international students able to attend Camosun due to COVID-19. The year-end forecast is for a deficit of \$5.5M, which is \$1.3M bigger than expected. This variance is less than 1% of the overall budget. The Ministers of Finance and Advanced Education and Skills Training approved our request to run a deficit this year of \$5.1M. Our Ministry will again seek approval for a sector deficit.

2. Finance Training for the Board

Mike Stubbing and Deborah Huelscher will provide the Board members with a finance training session this spring. They will look at revenue streams and tuition and the cost of program delivery. The diversification towards more stable revenue streams will be a part of the strategic planning process.

3. 2022/2023 Budget Update

Deborah Huelscher noted that last year there was no growth in the budget, but it will be put in for the 2022/2023 rollover. The modeling was done after the Quarter Three reviews were completed last week. It will go to the College Executive Team (CET) next week. The templates will go to the schools and departments in the third week of February. There will be some flexibility in the allocations within the schools and departments, and they will have the opportunity to raise critical issues with CET. The draft budget will go to the Board Finance Committee on April 4 for review in detail before going to the Board for approval on April 11.

V ADJOURNMENT

The meeting was adjourned at 4:58 pm.



**BRIEFING NOTE
BOARD OF GOVERNORS**

SUBMITTED BY: Deborah Huelscher
DATE: April 11, 2022
TOPIC: Operating Budget 2022-23

For Information:

For Decision: X

For Discussion:

1. OVERVIEW

All members who were in attendance at the special Board Finance committee meeting on April 4, 2022, received a comprehensive review of the deficit consolidated (operating and capital) budget for the 2022/2023 fiscal year as proposed by college Administration. As well, there was opportunity for the Board to ask questions and engage in dialogue.

2. OPTIONS

- Conditionally approve the deficit consolidated budget for 2022/2023 as proposed, subject to approval by the Ministry of Advanced Education and Skills Training and the Ministry of Finance. After meeting with the whole board, the Finance committee has recommended that the board approve the budget as proposed by Administration.
- Do not approve the deficit consolidated budget for 2022/2023 as proposed, and request changes (by motion).

3. COMMUNICATIONS

Communication of the approved budget, and updates as required, will continue throughout the year in CamNews announcements.

4. RECOMMENDATION AND OR MOTION

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS CONDITIONALLY APPROVE THE COLLEGE'S BUDGET FOR THE FISCAL YEAR 2022/23 WITH TOTAL REVENUE OF **\$146,790,200** AND TOTAL EXPENDITURE OF **\$154,073,440** RESULTING IN A BUDGETED DEFICIT OF **\$7,283,240**, SUBJECT TO APPROVAL BY THE MINISTRY OF ADVANCED EDUCATION AND SKILLS TRAINING AND THE MINISTRY OF FINANCE.



BOARD OF GOVERNORS

GOVERNANCE POLICY REVIEW COMMITTEE

MINUTES

MEETING: Tuesday, February 15, 2022
TIME: 3:00 pm
LOCATION: Paul 216, Lansdowne Campus

BOARD MEMBERS:

Monty Bryant, Chair
Joanne Cumberland
Brenda McBain
Lane Trotter, President (ex-officio)

REGRETS: nil

EXECUTIVE ASSISTANT: Heather Martin

1. Review of the November 30, 2021, Meeting Minutes

The minutes of the November 30, 2021, Governance Policy Review Committee meeting were approved as distributed.

2. Governance Policy Review Committee Terms of Reference

Monty Bryant, Chair, noted the revised Terms of Reference, which included the guiding principle, were approved by the Board of Governors on December 6, 2021.

3. Policy Framework – Review

Monty Bryant noted the Policy Framework was circulated in the agenda package. Governance policy includes Board governance; college-wide values, principles, and priorities; institutional goals and accountabilities; financial health; external relations; and legal and regulatory compliance.

4. Board Conduct By-law Review Including Oath of Office

Monty Bryant noted the revision of the Board Conduct By-law, and the rescindment of the Oath of Office policy, will go to the Board together for approval when ready. The Board Conduct By-law addresses the Oath of Office in the Principles Section Part Three, so no additional line is needed. A process will be added to address the possibility of a complaint against the Board Chair.

The final revised draft of the Board Conduct By-law will go for review to the college’s policy department; then to the Board; then to legal; and finally to the Board for approval. The policy will be reformatted in the new policy framework template.

Board Conduct By-law Revisions

There are no changes to the sections not listed below. This part of the review covers up to the end of 'Principles, Part One: Code of Ethics'.

Purpose/Rationale will be replaced in its entirety with the following:

The purpose is to ensure the ethical leadership of the college and that all Board members will act in the best interest of the college at all times. They will avoid or address any real or perceived conflict of interest. The Board members' conduct will be guided by related provincial legislation.

Principles**Part One, Code of Ethics:**

2. In Line #2, insert 'integrity,' after 'honesty'. *Board members are expected to act at all times in good faith and with honesty, integrity and due diligence.*

3. In Line #3, a note will be added: *This section will be included under Accountability.* Principles Part Three currently called 'Enforcement' will be renamed 'Accountability'.

4. Line #4 will be amalgamated with Line #9. The revised Line #4 is:
The Board speaks with one voice. Board members shall stand by and uphold decisions of the Board. The Board Chair or someone designated by the Chair represents the Board in public. All Board members must refer to the Chair for public comments about the Board and its decisions.

5. Line #5 will be amalgamated with Line #6. The revised Line #5 is:
The conduct and language of Board members must be free from any discrimination or harassment prohibited by applicable legislation. Board members' conduct must reflect the highest standards of courtesy, civility, respect and dignity.

8. Line #8 – the second sentence will be removed.

10. In Line #10, add to the first sentence 'or related others' after 'members'. *Advice is needed for the exact wording. The brackets will be removed from the second sentence, and 'However' will be added to the beginning of that sentence.

5. Next Meeting: March 15, 2022

The review will continue on the Board Conduct By-law policy until it is complete. Heather will schedule additional monthly meetings until then.

The meeting adjourned at 4pm.



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, March 7, 2022
TIME: 5:00 pm
LOCATION: Paul 216, Lansdowne Campus
ONLINE: Teams

BOARD MEMBERS:

Monty Bryant, Chair
Bijan Ahmadi
Tanya Clarmont, Vice Chair
Joanne Cumberland
Amanda Garner
Puneet Kaur
Lindsay Kearns
Richard Margetts
Brenda McBain
Brent Palmer
Ruth Mojeed Ramirez
Mike Stubbing
Lane Trotter, President
Al van Akker

ADMINISTRATION:

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

GUEST: Jen Stone, Director, Strategic Initiatives

REGRETS: nil

EXECUTIVE ASSISTANT: Heather Martin

I CALL TO ORDER

Monty Bryant, Chair, called the meeting to order at 5:00 pm.

II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

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

Monty Bryant, Chair, noted all the regular Board meetings are open to the public. Guests and the College Executive are asked to join by Teams unless presenting. Today we welcomed six guests on Teams: April Atkins, SIP; Nancy-Ellen Mabey, CAL; Wendy McElroy, CETL; Keith Todd, CUPE; Michel Turcotte, CCSS and Lynelle Yutani, CCFA. If guests have a question or comment please email Monty via Heather Martin after the meeting, and he will respond.

Lane Trotter, President, and Monty met several times for planning and updates. On February 14, Lane and Monty met with Tony Loughran, ADM, AEST, and Vanessa Geary, CABRO, for a check-in with the new President.

On February 24, Monty attended the New Employee Welcome Event. It is a great way to learn about the college. It was the first in-person New Employee Welcome in two years. On February 25, Monty attended 'Conversations Day' for Camosun employees. A panel of Camosun employees shared stories about experiences about our culture and community. On March 1, Monty attended a meeting of the BC College Board Chairs. He shared Camosun's President Search Process with them.

The spring 2022 elections for the Board of Governors and Education Council seats are from April 4 to April 6. The Board will have two student seats, one faculty seat, and one support staff seat in the election. The Crown Agencies and Board Resourcing Office (CABRO) encourages all Board members to register for the 'Governing in the Public Interest Certificate' training. Please let Heather know if you are interested. Thank you to those who have already completed the training.

2. President's Report

Lane Trotter, President, participated in his first 'Conversations Day' which was held on February 25. 'Conversation's Day' is an opportunity for the college community to come together and learn from each other. The ceremony was opened by Elder Skip Dick who welcomed the participants. It was delivered in a hybrid mode of in-person and online. The theme was 'Roots to Rise'; stories of Camosun experiences that nurture our culture and community On Being Camosun. Sybil Harrison and Lane hosted a panel who spoke to various different topics. The panelists were:

- Julia Reading (Writing Centre, Learning Services)
- Clifton Dildy (ITS)
- Sandra Carr (Fine Furniture, Trades)
- Carl Everitt (Hospitality, School of Business, and
- Julian Gunn (English, Arts and Science)

There were approximately 500 participants. Lane thanked the organizing committee below for their work:

- Co-Chair: Nancy Ali
- Co-Chair: Heather Cummings
- Admin Support: Nick Maillet
- Sybil Harrison: Event Facilitator
- Jen Stone
- Jonathan Ruhl
- Dawn Zapp
- Clifton Dildy
- Sandra Tennent
- Martha McAlister
- Patrycja Fatla
- Michelle Tinis

AV, Zoom Technical Support

- Alan Shook
- Jason King
- Jason Hegarty

- Rodney Porter
- Bryce Hill

Graphic Design:

- Sean McLaughlin

It was the last Conversations Day for Sybil Harrison, Director of Learning Services, as she is retiring in the spring. We thank Sybil for her commitment to Camosun.

On March 2, 2022, the University of Victoria (UVic) gifted Camosun College with a paddle for our 50th Anniversary. Elder Skip Dick opened the ceremony and welcomed those participating and noted how education has been so important for reconciliation. The gift highlighted the 50-year journey of friendship between Camosun College and UVic. The gift marks two important milestones for Camosun: the 50th anniversary of the college; and the 30th anniversary of Eyē? Sqā'lewen – the Centre for Indigenous Education and Community Connections. Lane thanked the following people from Camosun and UVic for arranging the ceremony:

- Kevin Hall - President
- Robina Thomas – Associate VP, Indigenous
- Diane Sam
- Christine Sam – opening prayer
- Edward George – Speaker (MC)
- Dorothea Harris
- Skip Dick – welcome to territory
- Lalita Kines
- Rob Hancock
- Clint Kuzio
- Candice Work
- Janice Simcoe, Director, Eyē? Sqā'lewen: the Centre for Indigenous Education & Community Connections
- Ruth Lyall, Indigenous Coordinator
- Rosemary Smedley, EA President

The Chargers Men's volleyball team made it to the nationals, and we hope to see them get to the finals.

3. Foundation

Geoff Wilmshurst, Vice President Partnerships, noted Foundation Board met on February 24, 2022, and welcomed new Board member Lane Trotter. They raised \$137K from 121 donors this year so far. There have been one or more donations to each school and to the Chargers. We are expecting a gift in kind from Seaspan with a value of \$750K. An unexpected gift of \$820K has been donated from a family estate. Monty Bryant noted that on May 16, 2022, the Board will host a joint meeting with the Foundation Board, and it will likely be in person.

4. Education Council

Bijan Ahmadi, Education Council Chair, noted the minutes from the January 19, 2022, meeting were included in the agenda package. Bijan went over the highlights of the February 16, 2022, meeting, which included approval of a new Bachelor of Science in Dental Hygiene.

5. Pacific Institute for Sport Excellence (PISE)

Puneet Kaur, PISE Board of Directors member, noted they met on February 22, 2022. PISE opened the fitness centre on February 16. Masks and proof of vaccination are still needed. The budget and Strategic Plan were approved. The PISE acronym will stay the same but 'Excellence' has been changed to 'Education'.

Lane Trotter advised PISE will continue to support the Camosun Chargers. There was no impact on classes Camosun is running at PISE. There was an impact on revenues due to COVID-19, but they expect to be on track for a balanced budget. They have seen an up-tick in theft of equipment. Feedback was received on the 2022-2027 Strategic Plan and it was approved.

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

Monty Bryant, Chair, Executive Committee, noted the Executive met on February 28. Lane Trotter provided an update on the COVID-19. The Executive received an update on the Film Studio project. Jen Stone, Director of Strategic Initiatives, presented an update on the development of the new Strategic Plan. Mike Stubbing and Deborah Huelscher will offer a half-hour budget training session to all members prior to the April 4 Finance Committee meeting. All Board members are asked to attend.

2. Governance Policy Review Committee

- i) The minutes from the November 30, 2021, meeting were included in the agenda package.
- ii) Monty Bryant, Chair, gave a report on the February 15, 2022, Governance Policy Review Committee meeting. The Committee will meet every month instead of every three months. All changes to policies will go to the Board for approval when ready.

V APPROVAL OF THE MINUTES

The minutes from the February 7, 2022, meeting were approved. Based on feedback from Board member Joanne Cumberland, on behalf of CUPE 2081, the agenda package for the February 7, 2022, meeting will be amended under 'Section IV Board Member Reports, #2 President's Report, Line #10'. The word 'consulted' will be replaced with 'discussed', 'raised' or 'informed'.

VI NEW BUSINESS**1. Strategic Plan Development Update**

Jen Stone, Director, Strategic Initiatives, works closely with the College Executive Team, and worked on the 50th Anniversary, Safestart, the campus moves, the Employee Life Cycle Project, and the Strategic Plan. She is working on the Strategic Plan with Rashed Al-Haque, Education Policy and Planning.

Jen provided a high level outline of the process and timeline. The desired outcomes are to further position Camosun for future success; an achievable strategy of substance and accountability; and integrated plans and budgets supported by operational resources and capacity. The approach will include meaningful engagement throughout the process; to continue ongoing priorities, to focus on trust, transparency, and communication; continued commitment to TRC and UNDRIP; to embed EDI into project values, activities, and outcomes; and success measures to support informed decisions.

The work is currently in Phase 1 and Phase 2, which is assessing the landscape and planning the road map. Phase 3 is to create the college strategy and Phase 4 is the strategy implementation plan, department and school plans. Phase 5 is evaluation of outcomes.

The process to measure success will include the following steps: understanding measures; identifying performance measures; selecting performance measures; and using performance measures and evaluation. We will enhance the great ones we already have and make them more robust.

Engagement will begin now with the internal community with a ThoughtExchange survey followed by in-person World Cafes, and focused meetings. There will be different ThoughtExchange surveys for the separate stakeholders. Engagement with the external community will follow. The first draft will go to the Board in June or July. The final draft will be ready for Board approval in the fall. The new plan will be rolled out and implemented in January, 2023.

VII ADJOURNMENT

The meeting was adjourned at 5:40pm.

Monty Bryant, Chair

Date

Heather Martin, Executive Assistant