



BOARD OF GOVERNORS

REGULAR MEETING AGENDA

MEETING: Monday, October 3, 2022
TIME: 5:00 pm
LOCATION: LACC 321, Interurban Campus
ONLINE: Teams

BOARD MEMBERS:

Monty Bryant, Chair
Bijan Ahmadi
Greg Atkins
Tanya Clarmont, Vice Chair
Joanne Cumberland
Kyle Jones
Lindsay Kearns
Brenda McBain
Brent Palmer
Ruth Mojeed Ramirez
Mike Stubbing
Lane Trotter, President
Al van Akker
Karen Young

ADMINISTRATION:

John Boraas, VP Education
Heather Cummings, VP Student Experience
Deborah Huelscher, VP Administration & CFO
Rodney Porter, Exec. Dir., Communications & Marketing
Jen Stone, Director, Strategic Initiatives
Geoff Wilmshurst, VP Partnerships

GUESTS:

Mary Burgess, Director, Learning Services
Scott Harris, Registrar
Todd Ormiston, Exec. Director, Centre for Indigenous Education & Community Connections (CIECC)
Lori Zehr, Dean, School of Health & Human Services

EXECUTIVE ASSISTANT: Heather Martin

REGRETS:

Barb Severyn, Exec. Dir., Human Resources

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.

I CALL TO ORDER	PAGE
II APPROVAL OF THE AGENDA	
III INTRODUCTION	
1. Mary Burgess, Director, Learning Services	
2. Todd Ormiston, Executive Director, CIECC	
3. Lori Zehr, Dean, School of Health & Human Services	
IV 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] (Geoff Wilmshurst/Joanne Cumberland)	no attachment
4. Education Council [5 min] (Bijan Ahmadi/Karen Young)	
i) Minutes of the May 18, 2022, meeting	attachment 9
ii) Minutes of the June 22, 2022 Special & Regular meetings	attachments 12
5. Pacific Institute for Sport Excellence [no report] (Lindsay Kearns)	no attachment

V BOARD COMMITTEE REPORTS

1. Executive Committee [5 min] (Monty Bryant)
 - i) E-1.6 Educational Approvals Policy Revision [5 min] (John Boraas) * attachment 18
 - ii) Five Year Capital Plan [10 min] (Deborah Huelscher) * attachment 22
2. Finance Committee [10 min] (Mike Stubbing)
 - i) Minutes from the April 4, 2022, meeting attachment 32
 - ii) Report from the September 6, 2022, meeting no attachment
3. Governance Policy Review Committee [10 min] (Monty Bryant)
 - i) Minutes from the April 19, 2022, meeting attachment 35
 - ii) Report from the June 21, 2022, meeting
 - a. G-1.1 Board Conduct By-Law Revision * attachment 37
 - b. G-1.2 Oath of Office Rescindment *

VI APPROVAL OF THE MINUTES

1. Minutes of the June 20, 2022, meeting [2 min] (Monty Bryant) attachment 47

VII NEW BUSINESS

1. Institutional Accountability Plan and Report [5 min] (Rodney Porter) to be distributed 53
2. Strategic Plan Development Update [10 min] (Lane Trotter, Jen Stone) no attachment
3. FTE Enrolment Report 2021/22 [15 min] (H. Cummings, Scott Harris) attachment 54

VIII ADJOURNMENT

- * Requires a decision. See Page 3 for the proposed motions. attachment 3



BOARD OF GOVERNORS

Regular Meeting

MOTIONS

Monday, October 3, 2022

V BOARD COMMITTEE REPORTS

1. Executive Committee

i) E-1.6 Educational Approvals Policy

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO THE E-1.6 EDUCATIONAL APPROVALS POLICY.

ii) Five Year Capital Plan

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE SUBMISSION OF CAMOSUN COLLEGE'S FIVE YEAR CAPITAL PLAN (2023/24 TO 2027/28) TO THE MINISTER OF ADVANCED EDUCATION AND SKILLS TRAINING.

3. Governance Policy Review Committee

a. G-1.1 Board Conduct By-Law

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO THE 'G-1.1 BOARD CONDUCT BY-LAW' AS INDICATED.

b. G-1.2 Oath of Office

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE RESCINDMENT OF POLICY 'G-1.2 OATH OF OFFICE' AND LINK IT TO THE 'G-1.1 BOARD CONDUCT BY-LAW' AS A SUPPORTING DOCUMENT.



Board of Governors

SUBMITTED BY: Lane Trotter, President

DATE: September 6, 2022

TOPIC: President's Report: June 21 to October 3, 2022

Note: A verbal report will be provided for events from September 22nd through October 3rd, due to the publishing timeline of the Board meeting package.

1. Meetings with External Community

On June 27th, John Boraas, Richard Gale, Jody Kitts, Richard Doucet (a Camosun student and member of the Camosun College Student Society) and I met with Chief Planes of the T'Sou-ke Nation to further discuss how Camosun can support the T'Sou-ke Nation's needs.

On July 4th I met with MLA Adam Olsen as part of my ongoing commitment to have regular dialogue with our MLA's regarding Camosun's needs and the needs of the community.

On July 5th I met with the Greater Victoria Chamber of Commerce Policy and Advocacy Committee to give a presentation on Camosun which included facts and figures and information on both current activities and future plans.

On July 12th, John Boraas and I were invited to a meeting with Janice Charette, the Clerk of the Privy Council and Secretary to the Federal Cabinet, along with UVic President Kevin Hall. At the request of Ms. Charette, we discussed:

- Quantum to Cleantech (including oceans and renewable energy)
- Future proofing the economy/communities
- Partnerships with Indigenous communities
- Emerging gaps and ideas to address skills shortages and targeted skills training

On July 12th I met with United Way of Southern Vancouver Island representatives to discuss the campaign for this year. I have been a strong supporter of the United Way for many years and look forward to continuing that relationship at Camosun.

On July 14th I met with Curtis Olsen, W̱SÁNEĆ School Board Administrator, to further discuss strengthening the relationship between Camosun and the W̱SÁNEĆ Nation.

On July 20th John Boraas, Deborah Huelscher and I attended a session with our Island PSI partners to discuss Challenges of Post-Secondary Education on Vancouver Island as part of the Ministry's Funding Review project.

On September 12th and 13th I attended the BC Colleges President's meeting (on-line.) Discussion included an update on International student enrolments.

Meetings with Internal Community

On July 22nd Katie Olson, Manager of Camosun's Athletic Exercise Therapy Clinic, gave me a tour of the Interurban Massage Therapy Program offered at the Liz Ashton Campus Centre (LACC.)

On July 25th Deborah Huelscher and I met with the union presidents and the CCSS to update them on our budget situation.

On July 27th Jody Kitts and I met with representatives of Camosun's CCARE (The Camosun College Association of Retired Employees) to discuss ways to acknowledge some key members of our community.

The week of August 29th was a great opportunity to meet with faculty and staff of several schools at the Welcome Back Events as well as attend the New Employee Welcome event.

2. Meetings with Senior Leadership Council (SLC)

I met with the Senior Leadership Council on June 22nd. Topics discussed update on several projects and a presentation and discussion regarding the new student enrollment dates. This was the final meeting of the group pre-summer; regular meetings will resume at the end of September.

3. Events

National Indigenous People's Day Canoe Event at Royal Roads University June 21

I was honoured to be part of the Camosun contingent in the National Indigenous People's Day canoe race which took place at Royal Roads University. It was a great event and excellent paddling from all who were involved!

Celebration of Dean Cynthia Smith June 23

I attended the college celebration of retiring Dean of the School of Health and Human Services, Cynthia Smith.

Visit by Premier John Horgan July 7

Premier John Horgan visited the Interurban campus and met with BSN Nursing, Practical Nursing and Health Care Assistant-ESL students. The event was a relaxed discussion of the students' career aspirations and challenges. The Premier was very generous in his time, not only for the meeting but for photo opportunities with the students.

Greater Victoria Chamber of Commerce Vodcast July 14

Bruce Williams, CEO of the GV Chamber of Commerce, hosted Kevin Hall and I in a discussion of Co-op at UVic and Camosun. Discussion included the success of the program, the benefits to both students and employers, and how enriching it is for all parties to have international students in co-op placements.

Donor Award Lunch July 15

I attended lunch at the Classroom Restaurant with donor Andrew Beckerman, Andrei Marti – award honoree, Caris Churchill – student recipient, and Alyson Dahl of Camosun’s Advancement team. The “Andrew Beckerman Inspiring Community Leadership Award” was created in 2019 and awards \$2500 to a Camosun student who has shown community leadership through demonstrated engagement at Camosun or other community involvement.

Employee BBQ August 25

The college’s Partnership Division organized a great end of summer celebration event at the Interurban campus for all Camosun employees. In addition to lunch, games were available as well as a dunk tank which was very popular and raised money for Camosun’s Erasing Barriers to Education fund.

4. Announcements

The Degree Quality Assessment Board (DQAB) reviewed Camosun’s degree proposal for the Bachelor of Kinesiology, and on June 1, 2022 recommended approval by the Minister. I am very pleased to announce that on July 5, 2022, the Honourable Anne Kang, Minister, Advanced Education and Skills Training approved the new degree program. Congratulations to everyone who worked for so long on the complex task of successfully mounting a new degree program. The Minister’s letter is attached.



JUL 12 2022

Our Ref. 125624

July 5, 2022

Dr. Lane Trotter
President
Camosun College – Lansdowne Campus
3100 Foul Bay Road
Victoria, BC V8P 5J2

Dear Dr. Trotter:

The proposed Bachelor of Kinesiology has now completed all stages of the degree quality assessment process.

At its meeting of June 1, 2022, the Degree Quality Assessment Board (DQAB) reviewed the degree proposal and desk audit report. The DQAB recommended that I approve the program with the understanding that Camosun College would follow through on its commitment to implement the changes suggested in the desk audit report.

I agree with this recommendation and grant Camosun College authority to offer the Bachelor of Kinesiology applied degree by Order under section 5(1) of the *College and Institute Act*.

The DQAB will follow up on its reporting expectations.

I wish you all the best.

Sincerely,

A handwritten signature in black ink, appearing to read 'Anne Kang'.

Anne Kang
Minister

Attachment

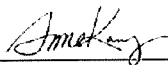
pc: Degree Quality Assessment Board

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE MINISTER OF ADVANCED EDUCATION AND
SKILLS TRAINING

Ministerial Order No. **M199**

I, Anne Kang, Minister of Advanced Education and Skills Training, hereby order that Camosun College may grant, in its own name, the applied degree of:

Bachelor of Kinesiology



July 4, 2022

Minister of Advanced Education and Skills Training

Date

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: *College and Institute Act*, section 5.1(a)

Other (specify):



APPROVED Minutes

REGULAR MEETING

Wednesday, May 18, 2022

4:00 – 6:00 pm

P216, LACC 321, MS Teams

Present

Voting Members

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

Non-Voting Members

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

Guests: Patrycja Fatla, Occupational Safety & Health Coordinator

Regrets/Absent: Connie Klassen, ICC Chair; Lyndsay van Gerven, Student; Monika Bhardwaj, Student

ITEM	PRESENTER
<p>A. CALL TO ORDER AND DECLARATION OF QUORUM</p> <p>The regular meeting was called to order at 4:05 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
<p>C. CHECK-IN</p> <p>Bijan provided Council the opportunity to ask questions, raise any issues or share any news from their departments.</p>	Bijan Ahmadi

ITEM	PRESENTER
F. ACCEPTANCE OF AGENDA	Bijan Ahmadi
The agenda for May 18, 2022 was approved by unanimous consent.	
G. MINUTES FOR APPROVAL	Bijan Ahmadi
The minutes for the April 20, 2022 meeting were approved by unanimous consent.	
H. REPORTS	
1. Education Council Chair	Bijan Ahmadi
Bijan reminded the Council that the June meeting will be at one location (LACC 321) or via Teams.	
2. VP Education	John Boraas
John acknowledged semester end, that we've been through a lot these past two years, and he is looking forward to September bringing us back to a much more normal place. John thanked the Council for their contributions, support, and care for the people of the College and fellow colleagues.	
3. Board Member	Ruth Mojeed Ramirez
Ruth reported that the Foundation has been making a lot of progress on the work relative to having adequate support, funding, and gaining traction in this regard. In general, the Board is navigating some of the concerns relating to international student enrollment and the reductions we've had in the last two years; hopeful to see some reports of mobility soon as this has had an impact on operations to draw resources to necessary areas of the institution. Review of student-oriented policies have been discussed and emphasis is being placed on these.	
I. COMMITTEE REPORTS	
Education Council Policy and Standards Committee	Peter Moroney
Pete reported that the Committee met on May 10 and that today's package includes the items from this meeting. The Expedited Implementation process was updated (formerly Expedited Approval process). The Education Approvals Policy and supporting documents were discussed and finalized for recommendation to EdCo. Changes to the Framework for Programs and Credentials and related documents will be addressed at a later date. In addition, there was discussion of the Grading policy and its terminology regarding "Not Complete" vs. "Incomplete". Registrar to review other institutions and bring back suggestions of other terminology for further discussion and consult. There are other updates to this policy that are underway, and it will be brought back to EdCo for consultation and approval.	

ITEM	PRESENTER
J. INTEGRATED CURRICULUM COMMITTEE REPORT	Connie Klassen
<p data-bbox="277 348 670 380">Regular Curriculum for Approval</p> <p data-bbox="277 401 1271 499">Pete confirmed that there was no curriculum for approval and therefore no motion. The curriculum under review includes the BBA Marketing program, which should be before EdCo for approval in the June meeting.</p>	Pete Moroney for Connie Klassen
K. ITEMS FOR ACTION	Peter Moroney
Education Approvals Policy Package	
<p data-bbox="277 642 375 674">Motion:</p> <p data-bbox="277 678 1174 741">That Education Council approves changes to the Education Approvals Policy Package.</p> <p data-bbox="964 747 1271 779">Moved by: Bijan Ahmadi</p> <p data-bbox="964 789 1271 821">Seconded by: Blair Fisher</p> <p data-bbox="1081 842 1271 873">Motion Carried</p>	
M. ADJOURNMENT	Bijan Ahmadi
The meeting adjourned at 4:43 pm.	



APPROVED Minutes

SPECIAL MEETING

Wednesday, June 22, 2022

4:00 – 4:10 pm

CC 321, MS Teams

Present

Voting Members

- | | |
|---|------------------------------------|
| 1. Andrea Kucherawy, Support Staff (Vice-Chair) | 8. John Boraas, Administration |
| 2. Bijan Ahmadi, Faculty (Chair) | 9. Julia Grav, Faculty |
| 3. Brian Coey, Faculty | 10. Lois Fernyhough, Faculty |
| 4. Corrine Michel, Faculty | 11. Mark Fournier, Faculty |
| 5. Debbie Hlady, Administration | 12. Richard Stride, Administration |
| 6. Emily Schudel, Faculty | 13. Scott Harris, Administration |
| 7. Ignacio Dinamarca | 14. 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:

Regrets/Absent: Debbie Hlady, Julia Grav, Ruth Mojeed Ramirez, Todd Ormiston

ITEM	PRESENTER
A. CALL TO ORDER AND DECLARATION OF QUORUM The regular meeting was called to order at 4:02 pm. Quorum was reached.	Connie Klassen
B. ACKNOWLEDGEMENT OF COAST SALISH TERRITORY <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>	Connie Klassen
C. REVIEW OF THE ELECTION PROCESS	

ITEM	PRESENTER
D. ELECTION OF THE 2021/2022 CHAIR Motion to open nominations (Lois Fernyhough / Bijan Ahmadi) Nominations from the floor : Bijan Ahmadi Motion to close nominations (Mark Fournier / Richard Stride) Bijan Ahmadi is acclaimed as Chair	Connie Klassen
E. ELECTION OF THE 2021/2022 VICE-CHAIR Motion to open nominations (Bijan Ahmadi / Brian Coey) Nominations from the floor: Andrea Kucherawy Motion to close nominations (John Boraas / Corrine Michel) Andrea Kucherawy is acclaimed as Vice Chair	Connie Klassen
F. ADJOURNMENT The meeting adjourned at 4:10 pm.	Connie Klassen



APPROVED Minutes

REGULAR MEETING

Wednesday, June 22, 2022

4:00 – 6:00 pm

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: Rashed Al-Haque, Education Policy Specialist; Ignacio Dinamarca, EdCo Student Representative

Regrets/Absent: Debbie Hlady, Julia Grav, Ruth Mojeed Ramirez

ITEM	PRESENTER
<p>A. CALL TO ORDER AND DECLARATION OF QUORUM</p> <p>The regular meeting was called to order at 4:12 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
C. CHECK-IN	Bijan Ahmadi
<p>Bijan recognized National Indigenous Peoples Day and acknowledged that this is the last meeting of Education Council for 2021-22. Council had the opportunity to share any concerns or items that they wished to bring up.</p>	
D. ACCEPTANCE OF AGENDA	Bijan Ahmadi
<p>The agenda for June 22, 2022 was approved by unanimous consent.</p>	
E. MINUTES FOR APPROVAL	Bijan Ahmadi
<p>The minutes for the May 18, 2022 meeting were approved by unanimous consent.</p>	
F. REPORTS	
1. Education Council Chair	Bijan Ahmadi
<p>Bijan reported that in the Special Election meeting that Andrea Kucherawy has been acclaimed as Vice-Chair and that he has been offered the position of Chair for the upcoming year. Bijan thanked the Council for their support. Bijan welcomed new student representative for the upcoming year, Ignacio Dinamarca.</p>	
2. VP Education	John Boraas
<p>John thanked Bijan and Andrea for their work on Education Council and thanked the council members for their participation as we break for the summer.</p>	
3. Board Member	Lane Trotter for Ruth Mojeed Ramirez
<p>Lane reported on behalf of Ruth. The Board met on Monday and had an educational visit to see Camosun Innovates; will be viewing the culinary program in September. There was a discussion update on the college financial position, which is looking much more positive, along with a shift in policy structure with the copyright policy moving from the College to the Board. There was an update on the progress of the Strategic Plan and the Board is doing work on other policies, one of which needs to be in place by Dec. 24. Lane acknowledged that that College was well represented at National Indigenous Peoples Day at Royal Roads and thanked Todd for his leadership. Bijan added that the Board supported the interim Institutional Accountability Plan and Report that will go to the Ministry, along with the cancellation of the BEST program.</p>	
G. COMMITTEE REPORTS	
Education Council Policy and Standards Committee	Peter Moroney
<p>Pete reported that the Committee met on June 13 and discussed the Evaluation of Student Learning Policy. This has been through discussion and consult for some time and is viewed as hugely impactful to the student learning experience. The Expedited Implementation supporting document was taken back to the committee</p>	

ITEM	PRESENTER
and is now defined. Pete acknowledged and thanked individual council members for their participation.	
H. INTEGRATED CURRICULUM COMMITTEE REPORT	Connie Klassen
Regular Curriculum for Approval	Peter Moroney for Connie Klassen
Whereas: The Integrated Curriculum Committee has reviewed and had consensus to recommend full approval of the following curriculum:	
HHS: COMMUNITY FAMILY CHILD STUDIES	
EDUC 114	
EDUC 112	
T&T: ELECTRONICS & COMPUTER ENGINEERING	
Civil Engineering Bridge to UVIC (Advanced Diploma)	
CIVE 210	
ENGR 295	
Interactive Media Developer Technology (Dip)	
Interactive Media Developer Technician (Certificate)	
TECN 210	
Motion:	
That Education Council approves changes to the curriculum as submitted:	
Moved by: Andrea Kucherawy Seconded by: Monika Bhardwaj Motion Carried	
BUS: MARKETING	
BBA MARK	
MARK DIP	
MARK 110	
MARK 220	
MARK 230	
MARK 233	
MARK 320	
MARK 325	
MARK 330	
MARK 340	
MARK 365	
MARK 395	

ITEM	PRESENTER
MARK 420 MARK 433 MARK 440 MARK 445 MARK 465 MARK 485	
<p>Motion: That Education Council approves changes to the curriculum as submitted:</p> <p style="text-align: right;">Moved by: Richard Stride Seconded by: Monika Bhardwaj</p> <p style="text-align: right;">Motion Carried</p>	
I. ITEMS FOR ACTION	Peter Moroney
Policy for approval	
<p>Motion: That Education Council approves the Evaluation of Student Learning Policy.</p> <p style="text-align: right;">Moved by: Lindsay van Gerven Seconded by: Blair Fisher</p>	
For Council Information – Applied Learning Types	
Connie Klassen	
<p>Connie presented background on the Applied Learning Types document. The document outlines what the different types of Applied Learning are and describes what those mean for program or course-based learning as well as Work Integrated Learning. This is to be formalized through the Curriculog process. Council was asked if what is defined is correct and reflective of what is being referenced at Camosun College. Council members provided feedback that will be taken into consideration for further consult.</p>	
J. FAREWELL TO OUTGOING MEMBERS	Bijan Ahmadi
<p>Bijan recognized and thanked faculty members Blair Fisher, Ryan Russel, and Ruth Lyall and student representatives Monika Bhardwaj, Kyle Jones, Karen Young, and Lyndsay van Gerven for their participation and contributions to Council.</p>	
K. ADJOURNMENT	Bijan Ahmadi
<p>The meeting adjourned at 6:01 pm.</p>	



**BRIEFING NOTE
Board of Governors**

SUBMITTED BY: John Boraas, VP Education
DATE: October 3, 2022
TOPIC: E-1.6 Educational Approvals Policy

For Decision X

1. OVERVIEW

The Educational Approvals policy has been updated and restructured as an outcome of the Education Approvals Renewal project. No significant changes to principles and process have been made. This policy is approved by both Education Council and the Board of Governors. Education Council has already approved these modifications.

Changes include:

- **References to “programs” revised to include “programs and courses”** in keeping with College and Institute Act and long-standing practice.
- **Moving the Framework for Programs and Credentials from the policy into a supporting document.** The framework is a chart that identifies how base-funded and self-funded, credentialed and non-credentialed programs are recognized, approved, funded, quality assurance mechanisms, as well as how they remain flexible.
- **Updating and adding the Expedited Implementation Process document as a supporting document** of the policy. This document explains what the expedited implementation process is and how it’s operationalized.
- **No changes were made to the School Curriculum Committee document,** which was already a supporting document of the policy.

2. OPTIONS

- A. Approve the changes to the policy and the moving/addition of supporting documents
- B. Reject the changes.

3. COMMUNICATIONS

A CamNews will be issued to make the College aware of these changes.

4. RECOMMENDATION AND OR MOTION

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO THE E-1.6 EDUCATIONAL APPROVALS POLICY.

5. SUPPORTING DOCUMENTATION:

E-1.6 Educational Approvals policy



POLICY TITLE	Educational Approvals
POLICY NUMBER	E-1.6
APPROVAL DATE	Board: June 8, 2000 EdCo: May 15, 2000
APPROVAL BODY	Board of Governors & Education Council
AMENDMENT DATES	Board: Oct. 4, 2004 Board: Sept. 6, 2006 Board: Mar. 2, 2009 Board: TBD EdCo: Sep. 20, 2004 EdCo: June 19, 2006 EdCo: June 16, 2008 EdCo: TBD
NEXT REVIEW DATE	TBD
POLICY HOLDER	VP Education
SUPPORTING DOCUMENTS	E-1.6.1 School Curriculum Committee Terms of Reference E-1.6.2 Framework for Programs and Credentials E-1.6.3 Expedited Implementation Process

EDUCATIONAL APPROVALS

PURPOSE

The purpose of this policy is to establish the process for the approval of all educational programs and courses at Camosun College and to identify the approval body for each type of educational offering.

POLICY APPLICATION, SCOPE, AND LIMITS

1. This policy applies to all members of the Camosun College community involved in the educational approvals process.
2. Education Council approval is not required for programming which does not lead to a Camosun College credential.

DEFINITIONS

1. **Credentialed Program:** Programming that has received formal College approval through Education Council. Students *will* receive a Camosun College credential for these programs.



2. **Non-Credentialed Program:** Programming that has received school approval rather than formal approval through Education Council. Students *will not* receive a credential for these programs.

PRINCIPLES

1. Camosun College programs and courses will meet quality standards that enhance the College's reputation as a provider of sound educational programs and courses that are recognized in the BC colleges and institute system and beyond.
2. College programs and courses will reflect the organizational and educational goals of Camosun College as defined in the College's *Strategic Plan*.
3. Programs and courses will be reviewed in a rigorous and open manner in order to ensure quality while addressing educational needs of the Camosun College region.
4. College programs and courses will be developed in response to identified educational needs. The Education Approvals process will strive to enhance the student learning experience and outcomes.
5. To address extraordinary circumstances whereby curriculum changes need to be implemented out-of-cycle based on published Education Approvals timelines, the college may expedite implementation of approved curriculum.
6. In response to more immediate and changing educational needs for which government does not provide funding, the College will endeavour to provide self-funded programming where feasible.

SPECIFIC POLICY REQUIREMENTS

1. All credentials issued by the College must receive approval of Education Council. All credentials issued by the College must meet the standard defined by the College.
2. A College-wide curriculum committee, called the *Integrated Curriculum Committee* (see link) will make recommendations to Education Council regarding curriculum proposals.
3. Each school must establish a curriculum committee, called a *School Curriculum Committee* (see link), to assess all curriculum proposals emanating from its departments and to make recommendations to the Integrated Curriculum Committee.



ACCOUNTABILITY AND RESPONSIBILITY

1. Education Council is the senior educational body within the institution responsible for credentialed program and curricular approvals, reporting to the Board of Governors through its minutes at each meeting of the Board.
2. Through the minutes, and at each Board of Governor's meeting, Education Council will report on its newly adopted key programming changes and will seek approval, as appropriate, for new programs.

LINKS TO RELATED CAMOSUN POLICIES AND DOCUMENTS

- E-1.6.1 School Curriculum Committee Terms of Reference
- E-1.6.2 Framework for Programs and Credentials
- E-1.6.3 Expedited Implementation Process
- G-3.1.1 Integrated Curriculum Committee Terms of Reference



BRIEFING NOTE
Board of Governors

SUBMITTED BY: Deborah Huelscher, VP Administration & CFO
DATE: October 3, 2022
TOPIC: FIVE-YEAR CAPITAL PLAN

For Information: _____ For Decision: **X** For Discussion: _____

1. OVERVIEW

Each year, the Ministry of Advanced Education and Skills Training (AEST) requires post-secondary institutions to prepare a list of major capital projects anticipated for the upcoming five-year period (from 2023/24 to 2027/28). The annual five-year plan requires Board approval prior to submission to government. Where government deadlines and Board meeting schedules do not coincide, institutions are able to submit plans ahead of Board approval. All projects within the plan must comply with government requirements, policies and procedures, including:

- a) Ministry Capital Asset Reference Guide
- b) Capital Asset Management Framework
- c) Greenhouse Gas Reduction Targets Act
- d) Wood First Act
- e) LEED® Gold for new construction
- f) LEED® Silver for major renovation and renewal projects and
- g) College and Institute Act.

Based upon previous Five-Year Capital Plans and assessing emerging needs at the College, the following priority projects (in order) are being put forward for consideration by AEST:

Project	Current Project Costs	Prior Year Project Costs
1a. Lansdowne Student Housing	\$145.3M	\$108.3M
1b. Isabel Dawson Building Decant	\$ 3.9M	-
2. Technologies Expansion	\$ 13.2M	\$ 8.8M
3. Young Building Revitalization	\$130.0M	\$ 96.3M
4a. Interurban Student Housing	\$150.0M	-
4b. Huber Hall Renewal & Expansion	\$ 25.0M	\$ 17.0M

Projects 1b and 4a are new additions to the list while 1a, 2, 3 and 4b were included in the previous year’s Five-Year Capital plan, and the following projects were removed:

Fisher Consolidated Help Centre	\$ 7.2M
Ewing Building Renewal	\$ 21.8M

Prior year proposals have been updated to include changes identified throughout the year and reflect current cost estimates.

2. OPTIONS

- Approve motion as written or as modified.

3. FINANCIAL IMPLICATIONS

- Major capital projects are typically funded by Government with a potential co-contribution requirement (e.g., Camosun, Foundation, Federal Government).

4. COMMUNICATION

- Camosun submits the list to Government and notification of approved projects flows from Government.
- Facilities Services and Camosun Communication group work together and with Ministry Communications staff to message out information regarding capital project approvals.

5. RECOMMENDATION AND OR MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE SUBMISSION OF THE CAMOSUN COLLEGE FIVE-YEAR CAPITAL PLAN (2023/24 TO 2027/28) TO THE MINISTRY OF ADVANCED EDUCATION, SKILLS AND TRAINING.

6. SUPPORTING INFORMATION:

Project summaries for the 2023/24 – 2027/28 Five-Year Capital Plan Submissions



5-Year Capital Plan 2023/24 to 2027/28

Camosun College



July 2022



Executive Summary

Camosun College is located in beautiful Victoria, British Columbia with campuses on the Traditional Territories of the Lekwungen and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. Guided by an inspiring strategic plan and administered by a professional community of talented faculty, staff and senior executives, Camosun enrolls over 20,000 learners each year, including over 1,200 Indigenous students and 2,100 International students. Camosun College has two campuses; Lansdowne Campus is located at 3100 Foul Bay Road, and Interurban Campus is located at 4461 Interurban Road, together with our five satellite partnership centres. Between the two campuses, Camosun provides programs in the following areas: Centre for Indigenous Education and Community Connections (Eyē? Sqâ'lewen), Centre for Sport and Exercise Education, School of Access, School of Arts and Science, School of Business, School of Health and Human Services, the School of Trades and Technology and Continuing Education and Contract Training.

For the 2023/24 to 2027/28 period, Camosun College has identified six major capital projects. The six projects are pivotal to the growth of the college, and to support the institution's ability to continue to provide an outstanding educational experience for all students and faculty.

All six projects identified align with Camosun College 2019 Campus Master Plan, which can be provided upon request.

Camosun College 2023/24 – 2027/28 Five Year Capital Plan					
Priority	Projects	Construction Start Date	Anticipated Occupant Date	Project Budget Current Year	Project Budget Prior Year
1a	Lansdowne Student Housing	Jan 2024	Sept 2025	\$145.3M	\$108.3M
1b	Isabel Dawson Building Decant	Jun 2023	Dec 2023	\$3.9M	-
2	Mechanical Engineering and Computer Technologies Expansion	Sept 2023	Sept 2024	\$13.2M	\$8.8M
3	Young Building Revitalization	Jan 2025	Sept 2027	\$130M	\$96.3M
4a	Interurban Student Housing	Sept 2026	Sept 2028	\$150M	-
4b	Centre for Culinary Arts & Campus Dining Hall	Sept 2026	Sept 2028	\$25M	\$17M



Priority 1a – Lansdowne Student Housing

50% Coordination - concept update

9 story building
(7 stories housing
2 story podium)
425 beds
Saanich only



Pedestrian level west view from Foul Bay Road



Pedestrian level west view from the roundabout plaza



Aerial View - Massing & Context



Pedestrian level west view along Campus Spine



Pedestrian level west view along Campus Spine



Circulation Diagram

Camosun has long recognized that many potential learners have had to forgo opportunities to attend the College, due to a lack of available student housing on campus. This significant barrier has been exacerbated, overall, by the shortage of rental accommodation within the Greater Victoria area - currently at a 2.2% vacancy rate (CMHC, 2020.) While studied at great depth, the financial feasibility of providing student housing on campus has been out of reach for the College. The Provincial Government’s current program and focus on housing has opened the door to new possibilities. In anticipation of this exciting opportunity, the College engaged the Scion Group in 2018 to perform a Market Demand Analysis to ascertain the feasibility and demand for housing on campus. The study clearly indicates that Camosun is well-positioned to accommodate an up to 450-bed housing facility at the Lansdowne Campus. Camosun recognizes that a housing facility will require significant infrastructure upgrades to the campus as well as additional services with associated operating costs. Due to the requirements and space constraints Camosun College is proposing up to 450-bed housing facility located on its Lansdowne Campus.



Priority 1b – Isabel Dawson Bldg Decant



The Isabel Dawson building at the Lansdowne campus must be vacated by December 2023 so it can be demolished in preparation for Student Housing to be built on the site. The Student Housing project is dependant on this project proceeding.

The Isabel Dawson building at the Lansdowne Campus has a usable area of 1420 m² and accommodates office spaces for the following programs:

- Registrar, Academic Scheduling, & Institutional Research:	610 m ²
- Student Affairs, Academic Supports, & Counselling Services:	185 m ²
- Credential Testing:	100 m ²
- International Student Services:	300 m ²
- Facilities Services & Campus Planning:	225 m ²

The Registrar, Academic Scheduling, & Institutional Research will be relocated and consolidated with their remaining team at the Interurban campus on the 2nd floor of the Liz Ashton Campus Centre building to support streamlining their services, improving operational efficiency, and improving access for students.

Student Affairs, Academic Supports, Counselling Services, Credential Testing, and Camosun International will be relocated to the Fisher Building. In order to accomplish this, other programs may be shuffled to accommodate.

Facilities Services & Campus Planning will be relocated to the Paul Building.



Priority 2 – Mechanical Engineering and Computer Technologies Expansion



The Technologies building at Interurban Campus currently houses all of the college's engineering & computer technology programs. The available lab space is not able to meet the requirements for this rapidly growing program area. The construction of the Centre for Trades Education & Innovation (CTEI) in 2016 relocated a number of trades programs from the Jack White building to CTEI. The currently underutilized Trades bay in the Jack White building presents an opportunity to relocate the engineering technology lab spaces to a much larger and more appropriate space for students. The relocation of engineering technology labs to the Jack White building in turn presents an opportunity to repurpose vacated lab spaces in the Technologies building into much needed classroom and computer lab spaces in support of growing computer technologies and other programs.

The final outcome for the Jack White building will be a fully repurposed former automotive bay converted into a consolidated Engineering Technologies lab. The final outcome for the Technologies building will be a renovated north-east interior of the building to support the need for additional classrooms and labs for expanding technologies courses such as Interactive Media Developer and Network Administrator.



Priority 3 – Young Building Revitalization



With an FCI of > 0.5, the Young Building is in desperate need of repair and revitalization. In terms of scope: envelope repair and base building infrastructure upgrades; interior remodeling; and building expansion will ensure the building continues to provide relevant academic spaces for years to come. More specifically,

- Envelope Repair - complete restoration of the failing building envelope including replacement of end of life roof, new stone cladding, new windows, and remediation to stop water ingress
- Interior Remodeling – abatement of hazardous building materials, classroom and lab realignment and upgrades, repositioning of corridors to introduce informal study space, breakout rooms and student collaboration spaces, new stairs and elevator to improve circulation and accessibility, new washrooms and service areas, replacement of mechanical and electrical base building systems for new energy efficient distribution, and new technology upgrades
- Demolition – removal of Visual Fine Arts (FCI 0.83) and Pottery Buildings (FCI 0.34)
- Building Addition – expansion to include additional academic and ancillary spaces and replacement of studios from the demolished buildings

Throughout the redesign of the building, engagement with heritage planners and the indigenous community will be crucial in understanding how the Young Building can be revised as an inclusive and welcoming space while preserving its architectural heritage.



Priority 4a – Interurban Student Housing



Studies over the last decade have confirmed there is a significant demand for student housing at the College, and this demand persists today. In 2017/18, Camosun engaged the Scion Group to perform a market demand analysis. The analysis concluded that the College could accommodate from 335 to 504 beds at on each campus, or, if building at only one campus, from 637 to 956 beds. The College has determined that 350+/- beds is a practical estimate of what can reasonably and optimally fit on the recommended site and offer sufficient economies of scale, both from capital and operational perspectives, to make the project viable.

This project will provide 350+ beds for student housing at the Interurban campus with dedicated units for Trades' students. Like the Lansdowne Student Housing project, it will be the first on this campus and will require additional amenities to adequately support students living on Campus. As the Interurban campus is more rurally located than Lansdowne, additional considerations will need to be made for retail/ food services/ meal plans for students in residence.

The IU Student Housing project is planned for the Huber Hall site, which is currently home to the Culinary Program. Camosun requires funding to relocate the program or build around/ over the building. Camosun has identified the Huber Hall project as a 'part b' to this priority project and seeks to secure additional funding from the Province to complete the work.



Priority 4b – Huber Hall Renewal and Expansion



The Huber Hall building on Interurban Campus was built in 1970 and functions primarily as a Culinary Arts training facility, campus main cafeteria and student space. It is 1894 gsm in size and also houses the Classroom Restaurant which operates as a fine dining restaurant for limited hours as part of the culinary arts training program. It consists of classrooms, labs, offices, kitchen, cafeteria, restaurant, student space and meeting/event space.

It is now over 50 years old and suffers from multiple deferred maintenance deficiencies with most building components having met or exceeded their life expectancy. In 2006 the cafeteria interior was renovated to improve the layout and upgrade interior finishes, however, the major building systems have never been upgraded. The kitchen and teaching lab areas are old-fashioned and functionally inefficient; equipment is outdated, worn and in need of replacement.

The IU Student Housing project is planned for the Huber Hall site, which is currently home to the Culinary Program. Camosun requires funding to relocate the program or build around/ over the building. Camosun has identified the Huber Hall project as a 'part b' to this priority project and seeks to secure additional funding from the Province to complete the work. The Renewed and expanded Huber Hall project will also address food services needs for the IU Student Housing project.



BOARD OF GOVERNORS

FINANCE COMMITTEE MINUTES

MEETING: Monday, April 4, 2022
TIME: 5:00 pm
LOCATION: Paul 216, Lansdowne Campus
ONLINE: Teams

COMMITTEE MEMBERS:

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

BOARD MEMBERS:

Bijan Ahmadi
 Tanya Clarmont
 Joanne Cumberland
 Amanda Garner
 Lindsay Kearns
 Ruth Mojeed Ramirez

RESOURCE:

Deborah Huelscher, VP Administration & CFO

ADMINISTRATION:

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

REGRETS:

Puneet Kaur
 Brent Palmer

EXECUTIVE ASSISTANT: Heather Martin

I CALL TO ORDER

Finance Committee Chair Mike Stubbing called the meeting to order at 5:08 pm.

II APPROVAL OF AGENDA

The agenda was approved as presented.

III MINUTES OF PREVIOUS MEETING

1. Minutes of the January 31, 2022, meeting were approved as distributed.
2. Minutes of the March 17, 2022, in-camera meeting were approved as distributed.

IV NEW BUSINESS

1. Budget 2022/2023

Mike Stubbing, Finance Committee Chair, noted that the primary purpose today is to review the proposed budget for the 2022/2023 year, and to make a recommendation to the Board for a decision at the April 11 meeting.

Deborah Huelscher, VP Administration & CFO, gave a presentation on grant & tuition, and a high-level overview of the 2022/2023 budget. Roughly speaking, domestic students' tuition pays for one-fifth of the direct education cost and the Government operating grant pays for just under three-fifths of it. The funding shortfall is just over one-fifth that the College must pay for

every domestic student. Expenditures are \$154M, and salary and benefits are 77% of that cost. Across the sector the average expenditure for salary and benefits is 70%. The proportion is high because non-personnel costs have been reduced over the last two years. It is now critical to grow revenue. The goal is to restore the college to financial health by March 31, 2023.

The proposed budget has a three-year planning horizon and was made with conservative assumptions. Budgets will rollover at actual staffing levels with non-personnel budgets set for essential spending only; domestic tuition will have a 2% increase; the International tuition target will have an increase; and Contract Training and Ancillary Services will have modest revenue increases with a corresponding increase to expense.

Cost savings include a cost control framework; essential spending only; a hold on discretionary budgets; review of staffing vacancies; sector procurement initiatives; and donated program equipment and supplies. Efficiencies will include ongoing process review and improvement; review of business operations and processes for the Registrar, HR/Payroll/Finance; and a senior leadership process to look for opportunities to generate revenue and to reduce costs by eliminating duplicate or redundant processes.

On a consolidated basis the principal changes from 2021/22 are: grants are up \$2.1M; tuition is up \$1.3M (Base \$.7M, IE \$.6M); fees for goods & services are \$.7M; personnel is up \$4.9M; and non-personnel is up \$1.2M.

Minor capital is \$410K and major capital is \$5.2M. The budgeted deficit in capital is the 2022/23 amortization charge for assets funded internally in prior years of \$2.1M.

In Ancillary Services, the mandate is to maximize revenue from bookstore, food services, childcare, facility rentals, parking and recreation. There will be a slower return to pre-pandemic levels for the Bookstore and facilities rentals, but parking and food services have recovered with the full return to campus. The net contribution is \$1M.

Camosun Innovates: Camosun is a provincial/national leader; it generates a capital investment of \$2.5M, prototyping revenue growth is a focus; NSERC projects are submitted annually; and provincial funds received in prior years continue to support student projects. There is a small net cost to the college.

Custom Training and Contracts: Professional Studies & Industry Training has a revised cost structure, new programming - estimated \$.5M; Contract Training has a target consistent with 2021/22 actuals; Trades and Marine Training - DND has a gross contribution of \$1M.

In base operations, revenue is \$96M. The Ministry operating grant and service delivery target is \$60.2M and 7,279 student FTEs; Industry Training Authority funding is \$5.4M; and credit tuition and student services fees are \$24.6M. Expense is \$118M - personnel costs and contracts is \$108M – annualization, faculty and staff increments, increasing benefit costs and contingency; supplies and other expenses are \$10.4M.

Planning and Risk Mitigation Strategies – several scenarios were reviewed with varying levels of identified revenue and expense adjustments. The greater our revenue generation results are, the less acute our cost-savings activities will need to be, though cost savings do form a part of all three scenarios.

A material deficit for a third year will attenuate Camosun's reserves. International enrolment growth to pre-COVID level is the single most important contributor to return the college to a balanced position. Identification of cost savings is also a key strategy to regain financial health. There will be Regular updates to the Board throughout the year.

MOTION

THAT THE FINANCE COMMITTEE RECOMMENDS 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.

CARRIED

V ADJOURNMENT

The meeting was adjourned at 6:51 pm.



BOARD OF GOVERNORS

GOVERNANCE POLICY REVIEW COMMITTEE

MINUTES

MEETING: Tuesday, April 19, 2022
TIME: 3:00 pm
LOCATION: Paul 216, Lansdowne Campus
ONLINE: Teams

BOARD MEMBERS: Monty Bryant, Chair Joanne Cumberland Brenda McBain Lane Trotter, President (ex-officio)	REGRETS: nil EXECUTIVE ASSISTANT: Heather Martin
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1. Review of the March 15, 2022, Meeting Minutes

The minutes of the March 15, 2022, Board Governance Policy Review Committee meeting were approved as distributed.

2. G-1.1 Board Conduct By-Law Review

i) Board Conduct By-Law – Part Three: Accountability

The name of this section was changed from ‘Enforcement’ to ‘Accountability’. The policy covers all categories of Board members.

Under ‘Part Three: Accountability’, a new Line 2 was added: “In the case of a serious breach of the Board Conduct By-Law, the Executive Committee, upon review, will recommend to the Board that they request through CABRO that the Lieutenant Governor in Council remove the member from the Board.” Lane Trotter, President, will seek legal advice on the policy prior to the next meeting.

Under the same section, ‘Part Three: Accountability’, a new Line 5 was added: “Processing an Appeal”. The whole section ‘3. Processing an Appeal’ under ‘Directives, Requirements, Procedures, Standards, Guidelines, Forms’ was moved here to become the new Line 5.

Under ‘Processing an Appeal’, Line b) iii. was adjusted to remove the detail of the penalties as they are now outlined in earlier lines: “impose any of the penalties outlined in Line 1 and 2 above. ~~listed in B-1. above or, in the case of an appointed member, request that the Lieutenant Governor in Council remove the appellant from the Board~~”.

The whole section '1. Handling Conflict of Interest' found under the section 'Directives, Requirements, Procedures, Standards, Guidelines, Forms' was moved to become the new Line 9 under 'Part Two: Conflict of Interest.'

Under 'Handling Conflict of Interest' there are two new lines:

- b) If the Board Chair has a conflict of interest, the Vice Chair will take over the duties of the Board Chair.
- c) Upon receipt of the agenda, Board members will review and report any real or perceived conflict of interest, for themselves or other Board members, to the Board Chair prior to the meeting.

The entire section 'Directives, Requirements, Procedures, Standards, Guidelines, Forms' was deleted as it is now covered elsewhere in the policy.

ii) Oath of Office

The Oath of Office policy will be rescinded. It will become the supporting document to the Board Conduct By-Law.

3. Next Meeting

The Committee will review the Respectful Workplace policy to ensure that nothing is missing from the Board Conduct By-Law.

The Committee will review the final version of the Board Conduct By-Law.

There will be a motion to recommend rescindment of the Oath of Office policy.

There will be a motion to recommend approval of the Board Conduct policy revisions if it is complete.

The next policy for review will be Decision Making.

The meeting adjourned at 4:03pm.



**BRIEFING NOTE
Board of Governors**

Governance Policy Review Committee

SUBMITTED BY: Monty Bryant, Chair
DATE: October 3, 2022
TOPIC: Board Conduct By-Law and Oath of Office - Recommendations

For Information: _____ For Decision: X _____ For Discussion: _____

1. OVERVIEW

The Board Governance Review Committee’s mandate is to review the Board’s governance policies. The first two policies reviewed were ‘G-1.1 Board Conduct By-Law’ and ‘G-1.2 Oath of Office’.

The committee provided a comprehensive line by line review of the Board Conduct By-Law over four meetings. The Board have received the ongoing detail level of the changes via the minutes in the Board agenda packages on March 7, April 11, May 9, and September 19, 2022. The final version was vetted in detail by Susan Arnold, Lawyer, Pulver Crawford Munroe LLP. The Committee is recommending approval of the final version by the Board. A copy is attached, and a link to the original can be found below.

‘Oath of Office’ is a process rather than a policy. The Committee’s recommendation is to rescind it as a policy, and link it in the Board Conduct By-Law as a supporting document.

2. OPTIONS

- Approve the revisions to Board Conduct By-Law and approve the rescindment of the Oath of Office policy. The Oath of Office will be linked to the Board Conduct By-Law as a supporting document.
- Do not approve the revisions to Board Conduct By-Law and do not approve the rescindment of Oath of Office.

3. FINANCIAL IMPLICATIONS

There are no financial implications.

4. COMMUNICATIONS

Communication will be through the decision recorded in the Board of Governors minutes posted on the website, and through the posting on the Policy web page.

Board Conduct By-Law and Oath of Office
Page 2 of 2

5. RECOMMENDATION AND OR MOTIONS

G-1.1 Board Conduct By-Law

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO THE 'G-1.1 BOARD CONDUCT BY-LAW' AS INDICATED.

G-1.2 Oath of Office

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE RESCINDMENT OF POLICY 'G-1.2 OATH OF OFFICE' AND LINK IT TO THE 'G-1.1 BOARD CONDUCT BY-LAW' AS A SUPPORTING DOCUMENT.

6. SUPPORTING DOCUMENTATION:

[G-1.1 Board Conduct By-Law](#)

[G-1.2 Oath of Office](#)

Revised version G-1.1 Board Conduct By-Law Final



POLICY TITLE	Board Conduct By-Law
POLICY NUMBER	Number: G-1.1
POLICY TYPE	Governance Policy
APPROVAL DATE	May 2, 2002
APPROVAL BODY	Board of Governors
REPLACES (IF APPLICABLE)	n/a
LAST UPDATE OR AMENDMENT OR REVIEW DATE	April 29, 2003
NEXT REVIEW DATE	(5 years after last update)
HOLDER	President
RESPONSIBLE OPERATIONAL LEADER	n/a
SUPPORTING DOCUMENTS	Oath of Office

BOARD CONDUCT BY-LAW

PURPOSE AND/OR RATIONALE

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. Board members have a duty of loyalty and a duty of care in the performance of their duties. Board members must ensure that their private, professional, and constituency interests do not conflict with their obligations to the College and will avoid or address any real, potential, or perceived conflict of interest. This Bylaw is in addition to any obligation a Board member may have to the College arising under the law.

POLICY APPLICATION, SCOPE, AND/OR LIMITS

This policy applies to all Board members, appointed or elected, voting or non-voting and ex officio.

DEFINITIONS

1. **Board** means the governing board as defined in the College and Institute Act.
2. **External member** means a community member appointed by Order in Council.
3. **Internal employee member** means a member of the faculty or support staff working at the college, elected by his or her peers to the board as allowed under the College and Institute Act (including the *ex officio* position of chair of education council).
4. **Student member** means a student elected to the board by his or her peers as allowed under the College and Institute Act.
5. **Board employee member** means the president of the college who is named in the College and Institute Act as a non-voting member of the board.



6. **Board chair** means an external member elected annually to the position of Chair by a majority of the external Board members.
7. **Respondent Board member** means a Board member who is alleged to have breached a College bylaw or policy, including the Board Conduct By-Law.
8. **Actual conflict of interest** exists where a Board member exercises an official power or performs an official duty or function and at the same time, knows or reasonably ought to know that in the performance of this duty or function or in the exercise of power there is the opportunity to further a private interest.
9. **Potential conflict of interest** exists where there is some private interest that could influence the performance of a member's duty or function or in the exercise of power and the member has not yet performed that duty or function or exercised the power.
10. **Perceived conflict of interest** exists where informed people might reasonably believe that an actual or potential conflict of interest exists on the part of the member.
11. **Conflict of Interest** means an actual, potential or perceived conflict of interest.
12. **Private interest** means a financial or non-financial interest or advantage and includes any benefit to the Board member or a related person of the Board member.
13. **Related person** means any closely related family member of a Board member, including but not limited to a spouse, child, parent or sibling of a Board member.
14. **Confidential information** includes proprietary, technical, business, operational, financial, and legal information, personal information relating to College personnel or students, or any other information of which the Board member becomes aware in the course of his or her Board duties and which the College treats as confidential.

PRINCIPLES

PART ONE: CODE OF ETHICS

1. Board members must act at all times in full compliance with all applicable laws. Further, Board members must avoid any situation which could be perceived as improper or indicate a casual attitude towards compliance with applicable laws.
2. Each member, regardless of whether he or she is elected or appointed or is an *ex officio* member of the board, has the responsibility first and foremost to the welfare of the institution and must function primarily as a member of the Board, not as a member of any particular constituency.

Members of specific constituency groups such as faculty, staff or students may bring forward to board discussions the views of their respective constituency; however, in deliberations and voting they shall always act in accordance with the best interest of the college as a whole.

3. Board members are expected to act at all times in good faith and with honesty, integrity and due diligence.



- 4. Board members are expected to regularly attend meetings and to adequately prepare for the duties expected of them.
“If a member of the board has not attended three (3) consecutive regular meetings of the board, the member is no longer a member of the board unless excused by resolution of the board.” College and Institute Act, (s. 59(7)).
- 5. 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 Board Chair represents the Board in public, and other Board members shall not make representations or comments on behalf of the Board. All Board members must refer to the Board Chair (or designate) for public comments about the Board and its decisions.
- 6. The conduct and language of Board members must be free from any discrimination or harassment. Board members’ conduct must reflect the highest standards of courtesy, civility, respect and dignity.
- 7. Board members must not reveal or divulge confidential information received in the course of their duties.
- 8. Confidential information must not be used for any purpose outside that of undertaking the work of the Board.
- 9. Performance of Board duties shall not result in any personal or private financial or other substantive gain for its members or related others. However, private gain does not include honoraria for service on the Board.

PART TWO: CONFLICT OF INTEREST

- 1. Actions taken in the course of performing duties as a member of the Board shall neither cause nor suggest the reality or perception that the member’s ability to perform or exercise those duties has been or could be affected by private interests. All Board members shall ensure that:
 - a) Private interests, including personal financial interests, assets or holdings are not in conflict with any decision, information or other matter that may be heard by or acted upon by the Board.
 - b) Activities undertaken as a private citizen are not in conflict with any responsibilities held as a member of the Board.
 - c) Activities undertaken as a member of the Board are not in conflict with any activities undertaken as a private citizen.
 - d) They remain impartial at all times toward individuals or groups who deal with the Board and, as a member, avoid taking any action that may result in preferential treatment for any individual.



- e) Personal employment is not dependent on any decision, information or other matter that may be heard by or acted upon by the Board.
 - f) Other memberships, directorships, voluntary or paid positions or affiliations, are not in conflict with work undertaken in the course of performing their duties as a member of the board.
2. Elected members of the Board are not considered to be in conflict of interest when bringing informed perspectives from their constituency to discussions. However, when voting they must represent the best interests of the college as a whole.
 3. Student members are not considered to be in conflict on issues related to fees and charges paid to the institution by students, and may engage in the full debate and vote on these issues.
 4. Handling Conflict of Interest
 - a) At the time of appointment to the Board, each Board member must disclose to the Board Chair all interests or relationships of which the Board member is aware which will or may give rise to a conflict of interest.
 - b) If, at any time during the course of his/her appointment to the board, a Board member:
 - i. Perceives that his/her actions/activities may be deemed by a reasonable person as a conflict of interest, or a Board member becomes aware of a conflict of interest before or after a transaction is complete;
 - ii. Is concerned another Board member is in a conflict of interest situation;
 the Board member shall disclose to the Board Chair, in writing, the nature, facts and extent of his/her concern.
 If the Board Chair believes he/she may be in a conflict of interest, he/she will disclose this to the Board Vice Chair.
 - c) If, at any time during the course of his/her appointment, a Board member is in doubt whether a conflict of interest exists, the Board member shall seek advice from the Board Chair.
 - d) Prior to each Board meeting:
 - i. The Board Chair will examine the agenda with a view to determining whether there are any conflicts of interest.
 - ii. If the Board Chair has a conflict of interest, the Vice Chair will take over the duties of the Board Chair.
 - iii. Upon receipt of the agenda, Board members will review and report any conflict of interest, for themselves or other Board members, to the Board Chair prior to the meeting.
 - iv. If the Board Chair believes there is a conflict of interest, the Chair will advise the individual involved of the conflict of interest.
 - v. If the Board member agrees there is a conflict of interest, then he or she will:



1. Declare the conflict at the commencement of the meeting at which the topic of conflict is scheduled.
 2. For in-camera sessions, the Board member in conflict will absent himself or herself from the meeting for the duration of the discussion and decision on the topic in conflict.
 3. For public sessions, the Board member in conflict will refrain from discussing or voting on the topic in conflict.
- e) If the Board member does not agree, the Board Chair will:
- i. Call an in-camera meeting prior to the meeting of at which the topic of conflict is scheduled.
 - ii. Put the question to the full Board for a vote on whether a conflict of interest exists at that in-camera meeting. Prior to the vote, the Board must be provided with information regarding the alleged conflict and the relevant Board member must be given an opportunity to present his/her position on whether a conflict exists.
 - iii. The question of whether a conflict exists will be determined by a majority vote of the Board members entitled to vote on the question. Neither the Board Chair nor the member allegedly in conflict are entitled to participate in this vote.
 - iv. The Board's decision will be final.
 - v. If the Board determines a conflict of interest exists, the Board member shall:
 1. declare the conflict at the commencement of the meeting at which the topic of conflict is scheduled to be discussed.
 2. will absent him/herself from any in-camera sessions for the duration of the discussion and decision on the topic in conflict; and
 3. for public sessions, will refrain from discussing or voting on the topic of conflict.
 - vi. Where a conflict of interest is discovered after consideration of a matter, the conflict must be disclosed to the Board and recorded at the first opportunity. If the Board determines that a member in conflict influenced the decision on the matter, the Board shall re-examine the matter and may rescind, vary, or confirm its decision.

PART THREE: ACCOUNTABILITY

1. As part of their commitment to the Board, members of the Board are required to affirm an oath agreeing to abide by the College by-laws and polices, including the Board Conduct By-Law.
2. The Board Chair shall take action if College bylaws or policies, including the Board Conduct By-Law, are breached. Such actions may include penalties such as physical removal from a board activity including a board meeting, suspension from other activities other than regular board meetings for a period of time, suspension for up to a maximum of two consecutive regular board meetings (in-



camera sessions are considered part of the regular board meetings), warning, reprimand, fines or other penalties determined to be appropriate in the circumstances. Prior to making any determination on any action, the Board Chair shall provide the Respondent Board member with a copy of the allegations made against him or her, and an opportunity to respond.

3. In the case of a serious breach, the Board Chair may make a recommendation to the Board that it request that the Lieutenant Governor in Council remove the Respondent Board member from office for cause. If the Board Chair makes a recommendation to request the removal of the Respondent Board member, and the Respondent Board member does not dispute the recommendation, such recommendation shall be referred to the full Board for a vote. Any resolution requesting the removal of a Board member must be passed by at least a 2/3 majority of the Board. Neither the Respondent Board member nor the Board Chair may participate in this vote. Should the Respondent Board member dispute the recommendation, he/she may appeal that recommendation to the full Board.
4. The Board Chair will provide the Respondent Board member with a copy of his/her decision, and a brief outline of the reasons.
5. A Respondent Board member who has been found to have breached a College bylaw or policy, including the Board Conduct By-Law, and on whom a penalty has been imposed, who disputes such finding or penalty, may appeal the decision finding the breach, the penalty imposed, or both, to the full Board.
6. Processing an Appeal
 - a) If the Respondent Board member disputes the decision or recommendation of the Board Chair, he or she may appeal to the Board in writing. The appeal must be requested within one week of the receipt of the Board Chair's decision.
 - i. The decision and penalty will remain imposed until such time as the Board hears the appeal.
 - ii. The Board will make every effort to hear the appeal within one month of its imposition.
 - iii. Except as a witness, the Board Chair will not participate in the hearing of the appeal, nor will he/she be entitled to vote on any resolution relating to the outcome of the appeal.
 - b) On hearing the appeal the Board:
 - i. will provide the Respondent Board member with an opportunity to outline his or her position and present any supporting document or arguments.
 - ii. will hear whatever evidence it considers appropriate, without regard to the rules of evidence.



- c) After hearing the evidence and arguments presented, the Board may:
 - i. allow the appeal;
 - ii. reject the appeal, including the appeal of the penalty imposed by the Board Chair, or
 - iii. substitute any of the penalties outlined in paragraphs 2 or 3 above for the penalty imposed by the Board Chair. If the Board intends to impose a penalty greater than that imposed by the Board Chair, it must advise the Respondent Board member and provide him/her with an opportunity to make submission on that possible penalty.
- d) Should the Board determine there is just cause for the removal of a Board member it may pass a resolution requesting the Lieutenant Governor in Council remove the Board member from office. Any resolution requesting the Lieutenant Governor in Council to remove a Board member from office must be passed by the vote of at least a 2/3 majority of the Board. Neither the Board Chair nor the Respondent Board member may participate in this vote.
- e) The decision of the Board is final.

RELATED LEGISLATED REFERENCES

[College and Institute Act Section: 19.1](#)

LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

Oath of Office



POLICY TITLE	Oath of Office By-Law
POLICY NUMBER	Number: G-1.2
POLICY TYPE	Governance
APPROVAL DATE	May 2, 2002
APPROVAL BODY	Board of Governors
REPLACES (IF APPLICABLE)	n/a
LAST UPDATE OR AMENDMENT OR REVIEW DATE	n/a
NEXT REVIEW DATE	
HOLDER	President
RESPONSIBLE OPERATIONAL LEADER	
SUPPORTING DOCUMENTS	[use bulleted list; hyperlink if available online]

OATH OF OFFICE BY-LAW

The following Oath of Office is to be sworn, signed, and dated before the Board at the commencement of all members' first meeting with the Board. A Commissioner of Oaths or the Board Chair can administer the Oath of Office.

I, _____, sincerely promise and affirm that I will truly, faithfully, impartially, and to the best of my ability execute the duties and responsibilities of my position as a Member of the Board of Camosun College. I have read and I agree to abide by the Camosun College Board Conduct By-Law.

Member

Date

Chair, Camosun College Board of Governors

Date



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, June 20, 2022
TIME: 5:00 pm
LOCATION: LACC 321, Interurban Campus
ONLINE: Teams

BOARD MEMBERS:

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

ADMINISTRATION:

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

GUESTS:

Sybil Harrison, Past Director, Learning Services
Jen Stone, Director, Strategic Initiatives

EXECUTIVE ASSISTANT: Heather Martin

REGRETS:

Heather Cummings, VP Student Experience
Brent Palmer
Richard Margetts

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. Today we are welcoming one guest on Teams: April Atkins from SIP. If guests have a question or comment they are asked to email it to Monty via Heather Martin after the meeting, and he will respond.

President Lane Trotter and Monty met several times for planning and updates. Monty thanked everyone who participated in the Joint Board/Foundation Board in May, as it is a very important relationship for the college.

Advanced Education Minister Anne Kang toured the Interurban Campus on June 3. Thank you to Mike Stubbing for attending and representing the Board. The college held six student awards ceremonies in the first week of June. Thank you to Joanne Cumberland, Brenda McBain, Mike Stubbing and Lindsay Kearns for representing the Board there. Monty acknowledged the Vice Chair Tanya Clarmont for stepping in as Acting Chair while he was away earlier in June. Tanya brought a welcome from the Board to the College Town Hall on June 8. Tanya represented the Board at four of the six Convocation ceremonies. Monty thanked Mike Stubbing who brought the Board welcome to two of the Convocation ceremonies.

Monty hoped to attend the National Indigenous Peoples Day Event at Royal Roads on June 21, but was not able to go as he is in quarantine. Monty will attend the CICan Leadership Institute in Whistler in late June to give a seminar on the President/Board Chair relationship. The institute is for vice presidents and others who wish to become college presidents.

2. President's Report

Lane Trotter, President, thanked the faculty and staff who were involved in the five student awards ceremonies that took place from June 6 to June 10. Lane acknowledged the excellent work of the Foundation for the awards. It makes all the difference to students who are in need of funds. Last week on June 14, 15, and 16, the college held six Convocation ceremonies. Lane thanked Tanya Clarmont and Mike Stubbing for representing the Board there. Convocation is a time to celebrate students and their families, who came from as far as Mumbai to see their children cross the stage. Lane thanked Rodney Porter and his team for all they did to make the three days so special. Lane thanked all the faculty, staff, and administrators who were there to support the students. On June 8 we held a Town Hall for all employees, and it went very well. Dr. Réka Gustafson, Public Health and Wellness and Deputy Provincial Health Officer, provided an update. Tomorrow is National Indigenous Peoples Day. Camosun will have two canoes competing at Royal Roads to celebrate. Lane acknowledged Camosun's Todd Ormiston and student Richard Doucet.

3. Foundation

Geoff Wilmshurst, Vice President Partnerships, noted Tom Hawker, Foundation Board Treasurer for the last 20 years, has retired from the Foundation Board. Tom was largely responsible for about \$20M in endowments, so we owe him a huge debt of gratitude. Russ Lazaruk, who is one of Camosun's past Board Chairs, is the new Treasurer. Russ chaired his first Finance Committee meeting earlier today. Advancement raised \$2M in 2022, which is double over last year at this time. In June five student awards ceremonies were held. Awards were given to 250 students, \$200K was distributed, and 75 donors attended.

4. Education Council

Bijan Ahmadi, Education Council Chair, noted the minutes from the April 20, 2022, meeting were included in the agenda package. Bijan went over the highlights of the May 18, 2022, meeting, where they approved the revisions to the Educational Approvals policy.

5. Pacific Institute for Sport Excellence (PISE)

Puneet Kaur, PISE Board of Directors member, noted they met May on 17. They reviewed the budget and financial actuals for 2021-2022. They completed the financial decision for the LED field light project. They confirmed the dates for the remaining meetings in 2022.

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

- i) The minutes from the October 25, 2021, meeting were included in the agenda package.
- ii) Tanya Clarmont, Chair, Audit Committee, gave a report on the June 6, 2022, Audit Committee meeting. They reviewed the financial statements presented by the auditors. There were no concerns nor adjustments. The Audit Committee recommends they be approved as presented. They also recommend the reappointment of the auditors. The agreement with the auditors is for five years, but they must be reappointed every year.

a. Audited Financial Statements for the Year Ending March 31, 2022**MOTION:**

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2022, AS PRESENTED.

CARRIED

b. Reappointment of the Auditor**MOTION**

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS REAPPOINT KMPG TO PERFORM THE AUDIT OF THE COLLEGE'S FINANCIAL STATEMENTS FOR THE REPORTING YEAR ENDING MARCH 31, 2023.

CARRIED

2. Executive Committee

Monty Bryant, Chair, Executive Committee, noted the Executive met on June 6, 2022. Monty thanked Tanya Clarmont for Chairing the meeting in his absence. They received an overview and provided feedback on the draft Institutional Accountability Plan & Report for 2021-2022. Executive looked at a revision to the Copyright Policy, and at request to cancel the BEST program. Deborah Huelscher provided an overview of the ongoing efforts to balance the budget. Lane Trotter gave an update on the progress on the development of the Strategic Plan. They set and approved the agenda for the June 20 Board meetings.

i) E-3.4 Copyright Policy

Monty Bryant asked for questions regarding the request to approve the change in the approval body for the Copyright Policy from the College Executive Team (CET) to the Board of Governors. The policy has been updated to be in alignment with Federal copyright legislation. Lane Trotter acknowledged Sybil Harrison, retired Director of Learning Services, for her work on the policy and for attending to answer questions.

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE CHANGE OF THE APPROVAL BODY FOR THE POLICY 'E-3.4 COPYRIGHT' FROM THE COLLEGE EXECUTIVE TEAM TO THE BOARD OF GOVERNORS.

CARRIED

ii) BEST Program Cancellation

John Boraas, VP Education, is requesting Board approval for the cancellation of the 'Building Employment Success Tomorrow' (BEST) program. It will be replaced by the 'Education and Career Planning' program. Education Council has approved the cancellation.

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE CANCELLATION OF THE BUILDING EMPLOYMENT SUCCESS TOMORROW PROGRAM (BEST).

CARRIED**iii) Board Evaluation Results Summary**

Tanya Clarmont, Vice Chair, noted the Board self-evaluation and one-on-one interview results for 2021/2022 have come in. The results help us build the Orientation in the fall; the training provided over the year; and the committee assignments. We received many thoughtful, excellent suggestions and comments. The membership rated the Board as mainly excellent under the categories of timing and length; conduct; and information access. There were questions about the Board mandate, so we will look into that further. Onboarding was an area we will work on, especially in the area of Governance. Members need understanding of their role at the table, regardless of where they come from in the community. We will look at promoting the mentor program which is particularly important for our student members. The hybrid meeting model was well liked. We will look at time for open dialogue. We appreciate the responses greatly as they will help us to continually improve our Board. There was a lot of positive feedback on last year's social gathering. Members would like to see more spaces at the college, such as today's tour of Camosun Innovates, and the tour of Culinary Arts planned for September.

3. Finance Committee

Mike Stubbing, Chair, Finance Committee, gave a high-level overview of the work on balancing the budget. On page 20 of the Board package, under the audited financial statements, the deficit from 2022 shows as \$4.6M against the budgeted deficit of \$4.2M. The deficit was \$398K more than budget, which is excellent, as it was expected to be higher. Mike congratulated Deborah Huelscher and her team, and all the staff and faculty for their work. We are expecting a large deficit for 2022-23, so will report back to the Board regularly on progress. We are still in the first quarter, so there are no results to report yet, but are optimistic that we will do well. International student recruitment is going well.

V APPROVAL OF THE MINUTES

The minutes of the May 9, 2022, meeting were approved as distributed.

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

Jen Stone, Director, Strategic Initiatives, gave an update on the progress of the development of the new Strategic Plan.

Online Engagements are complete.

- Student and Employee ThoughtExchanges, approximately 500 combined responses.
- Short surveys sent to external Donors, Alumni, Co-op & Careers employers and ProSIT clients, concluding with nearly 600 responses.

In-Person Engagements

- Student engagement in Fisher building with social media campaign
- SLC engagement activity
- Two employee strategic planning open houses

Jen Stone and Rashed Al-Haque will meet with the Board of Governors on June 29 for a workshop. They will update the mission, vision, values this fall. There may be some shifts.

The top six themes were grouped by calls to action based on what the college values. The bottom three are how we do things. They will create the goals and objectives under each theme.

Strategic Priority Themes

1. Climate Action and Sustainability
2. Indigenization and TRC Calls to Action
3. Justice, Equity, Diversity & Inclusion
4. Creating Signature Learning Experiences
5. Doing Good Work Together: *ŚW,ŒENENITEL*
6. Being Responsive to Community Needs

Over the next couple of months, they will work on the first draft and write the goals and objectives. A final draft will go to the Board in the fall for approval. Implementation will be in January 2023.

2. Institutional Accountability Plan & Report 2021-22

Rodney Porter, Executive Director, Communications and Marketing, reported that every year, each of the 25 public post-secondary institutions in B.C. are required to submit Institutional Accountability Plans and Reports to the Ministry of Advanced Education and Skills Training. The report includes the college's goals, objectives and performance measure results preceded by contextual information to showcase the service we are providing to students, and communities. An accompanying Camosun Fast Facts brochure is produced. There is some missing data and ministry gives it to us, and we will include it once it comes. The report covers April 1, 2021, to March 31, 2022.

Issues:

Student enrolment has decreased overall due to COVID, CE being paused for a ProSIT restart, except Indigenous.

Highlights:

Focus on three areas:

1. Navigating the pandemic
2. 50th anniversary of Camosun and 30th of Eye?Sqa'lewen
3. Ensuring student success

Corner Post #1: The Student Experience: gold medal for men's volleyball and bronze for women. HHS collected donations for Ukraine, Pat Jones gets award for apprenticeship education, 170 former youth in care have tuition / fees waived, therapy dogs back on campus.

Corner Post #2: Supporting People in an Engaged Community: new Indigenous canoe, hosted the LG, film studio plans continue, international study and work opportunities for Indigenous and low-income students, refugee students from Kenya.

Corner Post #3: Creativity & Innovation: Colour-coded vaccine trays for children's doses, foam trays for pre-drawn vaccine doses, student creativity content to mark the 50th.

Corner Post #4: Sustainability for the Environment & Society: strategic plan renewal, Electric Vehicle technology and service program pilot.

The report will be submitted to Government on July 15. They will provide feedback, and the final version will go to the Board in the fall.

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE DRAFT 2021-2022 INSTITUTIONAL ACCOUNTABILITY PLAN AND REPORT AND AUTHORISE THE BOARD EXECUTIVE COMMITTEE TO APPROVE THE FINAL VERSION ONCE THE DATA IS COMPLETE.

CARRIED

3. Election of the Chair August 1, 2022, to July 31, 2023

Deborah Huelscher, VP Administration and CFO, declared the election open and called for nominations. Monty Bryant was nominated and seconded for the position of Board Chair. No other nominations were put forward and Monty Bryant was acclaimed Board Chair for the period of August 1, 2022, to July 31, 2023.

4. Farewell to Departing Board Members

Monty Bryant noted that members Amanda Garner, Puneet Kaur and Richard Margetts finish their terms on the Board on July 31, 2022, and this is their last regular meeting. Richard is away, but Monty thanked him especially for his work on the Finance Committee. He thanked Puneet for her reports from PISE, and for her dedication. He thanked Amanda for her excellent questions and comments, and her work on the student appeal.

VII ADJOURNMENT

The meeting was adjourned at 5:56 pm.

Monty Bryant, Chair

Date

Heather Martin, Executive Assistant



**BRIEFING NOTE
Board of Governors**

SUBMITTED BY: Monty Bryant, Chair
DATE: October 3, 2022
TOPIC: Institutional Accountability Plan and Report 2021/2022

For Information: X For Decision: For Discussion:

1. OVERVIEW

The Board of Governors, at the June 20, 2022, meeting, approved the submission of the draft 'Institutional Accountability Plan and Report 2021/2022' to the Ministry for review. In that meeting, they authorized the Board Executive Committee to approve the final version once the Ministry advice was incorporated.

On August 16, the Ministry provided advice, which has been included in the final version.

The Board Executive Committee approved the final version at the September 6, 2022, meeting, in accordance with direction from the Board of Governors.

2. SUPPORTING DOCUMENTATION:
[Institutional Accountability Plan and Report 2021/2022.](#)

A paper copy will be given to each Board member at the October 3 meeting.



ENROLMENT REPORT

ACADEMIC YEAR 2021-22

INSTITUTIONAL RESEARCH AND PLANNING
OFFICE OF THE REGISTRAR

This Enrolment Report focuses primarily on **Headcount**, which considers each individual as one learner whether their enrolment is full-time or part-time and is an accurate reflection of the number of learners served by the Camosun College community during the Academic Year (September 1st to August 31st).

OVERALL HEADCOUNT

	2019/20	2020/21	2021/22
Undergraduate	10,156	10,167	9,530
Upgrading & Preparatory	2,363	1,948	1,307
Trades & Apprenticeships	2,208	2,079	2,083
Other	146	86	53
TOTAL	14,873	14,280	12,972

TOP FIVE INTERNATIONAL SOURCES

COUNTRY	PERCENTAGE
India	28.8%
China	12.0%
Mexico	9.2%
Japan	5.6%
Vietnam	5.2%

STUDENT CATEGORIES

	NUMBER	PERCENTAGE
New Students	6,600	50.9%
Continuing	5,491	42.3%
Returning	881	6.8%
Other		

STUDENT RETENTION RATE

	2019/20	2020/21	2021/22
Overall	41.6%	51.0%	48.4%
Indigenous	40.7%	50.3%	45.7%
International	61.2%	59.1%	52.2%

ENROLMENT MIX

ACADEMIC CATEGORY	RESIDENCY		STATUS		INDIGENOUS		AGE
	Domestic	International	Full-Time	Part-Time	% Of Total	% Within Area	Median
Arts, Humanities, & Social Sciences	76.3%	23.7%	55.2%	44.8%	14.0%	5.9%	21
Business & Economics	68.6%	31.4%	51.8%	48.2%	13.0%	3.7%	25
Health Sciences	98.0%	2.0%	47.7%	52.3%	7.6%	6.3%	23
Human Services	88.6%	11.4%	46.7%	53.3%	4.3%	8.9%	26
Indigenous Education	100.0%	0.0%	42.0%	58.0%	7.9%	85.5%	24
Sciences	72.2%	27.8%	69.4%	30.6%	1.1%	3.3%	21
Sport and Exercise	90.1%	9.9%	75.8%	24.2%	3.1%	4.2%	22
Technologies & Engineering	83.1%	16.9%	81.4%	18.6%	3.2%	3.0%	24
Trades Apprenticeships	99.9%	0.1%	100.0%	0.0%	11.0%	5.6%	26
Trades Foundation	100.0%	0.0%	100.0%	0.0%	6.4%	7.8%	20
Undeclared (University Transfer, etc.)	95.8%	4.2%	24.5%	75.5%	13.5%	4.5%	22
Upgrading & Preparatory (Access)	92.7%	7.3%	7.4%	92.6%	15.0%	8.6%	26
OVERALL	86.5%	13.5%	53.5%	46.5%	100.0%	5.8%	23
AY 2020/2021	87.5%	12.5%	52.4%	47.6%	100.0%	7.3%	23

PROGRAM ENROLMENTS

ACADEMIC CATEGORY	DOMESTIC			INTERNATIONAL			ALL STUDENTS		
	20/21	21/22	% CHANGE	20/21	21/22	% CHANGE	20/21	21/22	% CHANGE
Arts, Humanities, & Social Sciences	1,772	1,359	-23.3%	438	422	-3.7%	2,210	1,781	-19.4%
Business & Economics	2,000	1,812	-9.4%	796	828	4.0%	2,796	2,640	-5.6%
Health Sciences	853	892	4.6%	18	18	0.0%	871	910	4.5%
Human Services	381	319	-16.3%	20	41	105.0%	401	360	-10.2%
Indigenous Education	93	69	-25.8%	0	0	0.0%	93	69	-25.8%
Sciences	185	177	-4.3%	56	68	21.4%	241	245	1.7%
Sport and Exercise	478	491	2.7%	50	54	8.0%	528	545	3.2%
Technologies & Engineering	666	660	-0.9%	101	134	32.7%	767	794	3.5%
Trades Apprenticeships	1,417	1,464	3.5%	0	1	100.0%	1,417	1,467	3.5%
Trades Foundation	661	616	-6.8%	1	0	-100.0%	662	616	-6.9%
Undeclared (University Transfer, etc.)	2,195	2,145	-2.3%	151	93	-38.4%	2,346	2,238	-4.6%
Upgrading & Preparatory (Access)	1,774	1,212	-31.7%	174	95	-45.4%	1,948	1,307	-32.9%
PROGRAM HEADCOUNT TOTALS	12,475	11,218	-10.1%	1,805	1,754	-2.8%	14,280	12,972	-9.2%

COURSE REGISTRATIONS

ACADEMIC CATEGORY	DOMESTIC			INTERNATIONAL			ALL STUDENTS		
	20/21	21/22	% CHANGE	20/21	21/22	% CHANGE	20/21	21/22	% CHANGE
Arts, Humanities, & Social Sciences	12,972	12,766	-1.6%	2,618	2,314	-11.6%	15,590	15,080	-3.3%
Business & Economics	11,638	10,376	-10.8%	5,689	5,460	-4.0%	17,327	15,836	-8.6%
Health Sciences	7,778	8,293	6.6%	236	319	35.2%	8,014	8,612	7.5%
Human Services	1,782	1,631	-8.5%	124	302	143.5%	1,906	1,933	1.4%
Indigenous Education	746	698	-6.4%	66	58	-12.1%	812	756	-6.9%
Sciences	7,387	6,396	-13.4%	1,209	1,040	-14.0%	8,596	7,436	-13.5%
Sport and Exercise	2,858	2,716	-5.0%	152	181	19.1%	3,010	2,897	-3.8%
Technologies & Engineering	4,988	4,448	-10.8%	869	1045	20.3%	5,857	5,493	-6.2%
Trades Apprenticeships	1,594	1,628	2.1%	0	1	100.0%	1,594	1,629	2.2%
Trades Foundation	1,905	1,641	-13.9%	2	0	-100.0%	1,907	1,641	-13.9%
Upgrading & Preparatory	1,278	1,177	-7.9%	288	311	8.0%	1,566	1,488	-5.0%
Experiential (Co-op and Internships)	237	281	18.6%	28	38	35.7%	265	319	20.4%
Other (courses related to learning skills, etc.)	590	588	-0.3%	164	235	43.3%	754	823	9.2%
COURSE REGISTRATIONS TOTALS	55,753	52,639	-5.6%	11,445	11,304	-1.2%	67,198	63,943	-4.8%

FULL-TIME EQUIVALENT (FTE)

Unlike Headcount, FTE numbers represents the amount of activity a student would take in an academic year. For example, a student taking a 100% full-time course load in one year would be 1.0 Student FTE. A student taking a 50% course load in one year would be counted as 0.5 Student FTE. Headcount is a reflection of the number of learners served by the Camosun College community, while FTE represents the amount of activity attempted by those learners.

	FY 2020/21	FY 2021/22	% Change
Total Student FTEs	8,989.2	8,696.4	-3.3%

PEER COMPARISON – DOMESTIC FTE

Institution	2017/18	2018/19	2019/20	2020/21	2021/22	Change
Camosun College	8,425.6	8,553.5	8,384.0	7,752.4	7,543.5	-10.5%
Coast Mountain College	1,160.0	1,059.3	882.5	607.5	692.0	-40.3%
College of New Caledonia	2,790.2	2,597.1	2,595.3	2,180.9	2,397.3	-14.1%
College of the Rockies	2,039.3	2,021.7	1,979.2	1,924.2	2,155.9	5.7%
Douglas College	8,109.0	8,054.2	8,199.3	8,146.1	8,064.4	-0.6%
Langara College	6,496.3	6,543.6	6,670.8	6,558.1	6,519.8	0.4%
North Island College	2,196.7	2,233.9	2,114.4	2,069.2	2,302.0	4.8%
Northern Lights College	1,147.3	1,084.6	1,134.1	1,011.5	1,032.4	-10.0%
Okanagan College	7,765.2	7,952.1	7,615.0	6,796.0	7,200.9	-7.3%
Selkirk College	2,110.2	1,906.5	1,906.7	1,694.6	1,748.1	-17.2%
Vancouver Community College	5,340.4	5,415.8	5,333.5	4,506.2	4,664.4	-12.7%
Total						-6.9%

PEER COMPARISON – TOTAL FTE

Institution	2017/18	2018/19	2019/20	2020/21	2021/22	Change
Camosun College	10,085.7	10,272.4	10,090.4	8,989.2	8,696.4	-13.8%
Coast Mountain College	1,231.7	1,302.6	1,212.9	897.8	1,004.3	-18.5%
College of New Caledonia	3,575.7	3,824.3	4,101.6	3,475.1	3,223.5	-9.8%
College of the Rockies	2,390.2	2,405.4	2,362.6	2,165.9	2,315.8	-3.1%
Douglas College	10,940.3	11,485.5	11,880.5	11,281.7	11,234.8	2.7%
Langara College	10,858.8	11,164.9	11,399.0	10,534.2	10,646.4	-2.0%
North Island College	2,560.3	2,739.5	2,594.9	2,384.0	2,582.0	0.8%
Northern Lights College	1,600.8	1,594.4	1,650.8	1,475.7	1,514.5	-5.4%
Okanagan College	8,724.9	9,229.9	9,081.9	8,009.9	8,250.1	-5.4%
Selkirk College	2,781.5	2,678.9	2,717.8	2,319.0	2,330.4	-16.2%
Vancouver Community College	6,149.2	6,583.7	6,814.8	6,072.5	6,524.2	6.1%
Total						-4.2%