BOARD OF GOVERNORS

Inaugural Meeting

MEETING: **Monday, September 23, 2024**
TIME: **5:00 pm**
LOCATION: **Paul 216, Lansdowne Campus**
ONLINE: **Teams**

BOARD MEMBERS:	**ADMINISTRATION:**
Tanya Clarmont, Chair	John Boraas, Provost & VP Education & Innovation
Bijan Ahmadi	John D'Agnolo, Exec. Dir., Human Resources
Jeremy Burgess	Deborah Huelscher, VP Administration & CFO
Shane Hartman	Jody Kitts, Director, Advancement and Alumni Engagement
Sean Leyland	Rodney Porter, Exec. Dir., Communications & Marketing
Lindsay Kearns, Vice Chair	Jen Stone, Exec. Dir., Strategy, Planning & Transformation
Brenda McBain	Richard Stride, Acting VP Enrolment & Community Engagement
Ruth Mojeed Ramirez	
Prince Solanki	**GUEST**: Ian Sam, Tsartlip First Nation
Mike Stubbing, Treasurer	
Lane Trotter, President	**REGRETS**: Monty Bryant, Past Chair
Al van Akker	Joanne Cumberland
	EXECUTIVE ASSISTANT: Heather Martin

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

A G E N D A

I **CALL TO ORDER** (Tanya Clarmont)

II **OATH OF OFFICE** (Tanya Clarmont)
- i) Sean Leyland
- ii) Prince Solanki

III **ADJOURNMENT**

BOARD OF GOVERNORS

REGULAR MEETING AGENDA

MEETING: **Monday, September 23, 2024**
TIME: **immediately following Inaugural meeting**
LOCATION: **Paul 216, Lansdowne Campus**
ONLINE: **Teams**

BOARD MEMBERS:	**ADMINISTRATION:**
Tanya Clarmont, Chair	John Boraas, Provost & VP Education & Innovation
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Mike Stubbing, Treasurer	
Lane Trotter, President	**REGRETS**: Monty Bryant, Past Chair
Al van Akker	Joanne Cumberland
	EXECUTIVE ASSISTANT: Heather Martin

Camosun College respectfully acknowledges that our campuses are situated on the territories of the Lək̓ʷəŋən (Songhees and Kosapsum) and WSÁNEĆ peoples. We honour their knowledge and welcome to all students who seek education here.

		I, A, D		**Page**
I.	**CALL TO ORDER**			
II.	**INDIGENIZATION AT THE BOARD TABLE: TRADITIONAL WELCOME**			
III.	**APPROVAL OF THE AGENDA**			
IV.	**BOARD MEMBER REPORTS**			
	1. Chair's Report [5 min] (Tanya Clarmont)	**I**	no attachment	
	2. President's Report [5 min] (Lane Trotter)	**I**	attachment	4
	3. Foundation [5 min] (Jody Kitts/Richard Stride)	**I**	no attachment	
	4. Education Council [5 min] (Bijan Ahmadi)	**I**		
	i) Minutes of the May 15, 2024, meeting		attachment	6
	5. Pacific Institute for Sport Education [5 min] (Jeremy Burgess)	**I**	no attachment	

PAGE

V. BOARD COMMITTEE REPORTS

1. Executive Committee [10 min] (Tanya Clarmont)

i) Report from the September 5, 2024, meeting	**I**	no attachment	
a. Five Year Capital Plan [5 min] (Deborah Huelscher)	**D**	attachment	10
b. Board Operations By-Law Revision [5 min] (Tanya Clarmont)	**D**	attachment	20
2. Finance Committee [10 min] (Mike Stubbing)	**I**		
i) Minutes from the April 2, 2024, meeting	**I**	attachment	30
ii) Report from the September 5, 2024, meeting	**I**		
a. 2023/24 Financial Information Act Report [5 min] (Mike Stubbing)	**D**	attachment	32

VI. APPROVAL OF THE MINUTES

Minutes of the June 10, 2024, meeting [2 min] (Tanya Clarmont)	**I**	attachment	62

VII. NEW BUSINESS

1. Strategic Plan Mid-Year Update [5 min] (Jen Stone)	**I**	no attachment	
2. Election of the Vice Chair [5 min] (Deborah Huelscher)		no attachment	

VIII. ADJOURNMENT

I Information
A Advice
D Requires a decision. See Page 3 for the proposed motions. attachment 3

BOARD OF GOVERNORS
Regular Meeting

MOTIONS

Monday, September 23, 2024

V BOARD COMMITTEE REPORTS

1. Executive Committee

i) Five-Year Capital Plan

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE SUBMISSION OF THE CAMOSUN COLLEGE FIVE-YEAR CAPITAL PLAN (2025/26 TO 2029/30) TO THE MINISTRY OF POST-SECONDARY EDUCATION AND FUTURE SKILLS.

ii. G-1.3 Board Operations By-Law

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISION TO G-1.3 BOARD OPERATIONS BY-LAW THAT INDICATES THAT THE WHILE THE OPTION TO ATTEND MEETINGS REMOTELY IS IMPORTANT, THAT CONSISTENT IN-PERSON ATTENDANCE IS PREFERENTIAL FOR OPTIMAL BOARD FUNCTION.

2. Finance Committee

i) 2023/2024 Financial Information Act Report

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE 2023/2024 FINANCIAL INFORMATION ACT REPORT AND AUTHORIZE ITS SUBMISSION TO THE MINISTER OF FINANCE AND THE MINISTER OF POST-SECONDARY EDUCATION AND FUTURE SKILLS.

TOP

Board of Governors

SUBMITTED BY: **Lane Trotter, President**
DATE: **September 23, 2024**
TOPIC: **President's Report: June 11 – September 23, 2024**

Note: A verbal report will be provided for events from September 17th through 23rd, due to the publishing timeline of the Board meeting package.

1. Meetings with External Community

On June 24th, Camosun hosted a group from the CICan Leadership Institute for Managers and Program Chairs for a tour of our Interurban Campus. The tour was orchestrated by Rodney Porter with the enthusiastic assistance of staff from the School of Trades and Technology, Camosun Innovates, the School of Business, the School of Health and Human Services, as well as other senior staff.

On June 26th I had an update meeting with Robert Bettauer, CEO of PISE.

On June 28th, Richard Gale, Michelle Brown and I welcomed Tony Winter, Vice President & General Manager – Victoria Shipyards/Seaspan for a tour of Camosun Innovates.

On July 4th, Todd Ormiston and I attended the initial meeting of the West Shore Campus Indigenous Advisory Group which included representatives from Royal Roads University and UVic.

On August 8th John D'Agnolo and I met with representatives from United Way of Southern Vancouver Island for an update on activities and to discuss the upcoming campaign.

On September 10th I attended the Skilled Trades Training Council meeting and AGM in Vancouver.

On September 11th, John D'Agnolo and I attended the PSEA AGM in Vancouver.

2. Special Events

On June 18th I attended the School of Arts & Science Awards ceremony.

On June 19th and 20th I participated in the college's four Convocation Ceremonies. As always, it was a wonderful celebration of our students as well as an opportunity to recognize the role of their faculty in their Camosun journey.

TOP

On August 16th, I had the opportunity to visit the Computer Science and Mechanical Engineering Capstone Symposium at the Interurban campus.

August 21st through 23rd, I provided a welcome to the delegates at the S'Tenistolw Conference and had the privilege of listening to some of the keynote speakers. This was an amazing conference and a huge undertaking for Todd Ormiston and Eyēʔ Sqâ'lewen. Kudos to them and all the other college staff and faculty involved in the planning and delivery of this event.

On September 12th I attended the Korean Cultural Festival at the Lansdowne Campus.

On September 13th I brought greetings from the college for the Cops for Cancer Tour de Rock 2024 Jersey Presentation which took place at the Lansdowne campus.

TOP

Education Council

Ensuring that our students are provided with quality educational experiences

APPROVED Minutes

REGULAR MEETING
Wednesday, May 15, 2024
4:00 - 6:00 pm
P216, LACC 321, MS Teams

Present

Voting Members

1. Alexis Martfeld, Faculty
2. Andrea Kucherawy, Support Staff (Vice-Chair)
3. Bijan Ahmadi, Faculty (Chair)
4. Blair Fisher, Faculty
5. Derek Murray, Faculty
6. Edgar Nelson, Faculty
7. Heather Del Villano, Administration
8. Ivy Bell, Student
9. John Boraas, Administration
10. Lois Fernyhough, Faculty
11. Nicholas Read, Faculty
12. Tia Primrose, Support Staff

Non-Voting Members

Christopher Avis, Interim ICC Chair
Dr. Monty Bryant, Board of Governors
Lane Trotter, President
TBA, Indigenization Coordinator

Guests: Peter Moroney, Education Policy & Planning; Richard Doucet, Eyēʔ Sqâ'lewen; Cuma Yilmaz, T&T, Faculty

Regrets/Absent: Scott Harris, Isabel Grondin, Mark Fournier, Navreet Singh Sidhu, Ritika

ITEM		PRESENTER
A.	**CALL TO ORDER AND DECLARATION OF QUORUM** The regular meeting was called to order at 4:04 pm. Quorum was reached.	**Bijan Ahmadi**
B.	**ACKNOWLEDGEMENT OF COAST SALISH TERRITORY** *Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. <http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html>*	**Bijan Ahmadi**
C.	**CHECK-IN** Bijan welcomed the Council and guests to the meeting and provided members an opportunity to share any School, unit, or personal updates that they had.	**Bijan Ahmadi**
D.	**ACCEPTANCE OF AGENDA**	**Bijan Ahmadi**

ITEM		PRESENTER
	The agenda for May 15, 2024 was approved by unanimous consent.	
E.	**MINUTES FOR APPROVAL**	**Bijan Ahmadi**
	The minutes for the Apr 17, 2024 meeting were approved by unanimous consent.	
F.	**REPORTS**	
1.	**Education Council Chair**	**Bijan Ahmadi**
	Bijan expressed his appreciation for the May 10 EdCo Retreat and the opportunities it brought, and his gratitude to the Songhees Nation for being great hosts and for providing a delicious meal and meeting space. He then called the Special Election meeting - call for nominations for the roles of Chair and Vice Chair of Council - at 4:00 pm on June 12. Newly elected EdCo members will be invited to attending the Special Election meeting, departing members are not required to attend. The regular meeting will follow at 4:10 pm.	
2.	**Provost and VP Education and Innovation**	**John Boraas**
	No report – John called away for important College business.	
3.	**Board Member**	**Dr. Monty Bryant**
	Monty reported that the Board has set up a cybersecurity sub-committee that will meet four times a year. They reviewed the government mandated Sexual Violence Policy implementation report. Two issues (fee levies, audited financial statements) with the Student Society were also approved by the Board. Rodney Porter shared the new College tagline and his plans for a soft roll-out. The Board devotes time to discuss Indigenous issues; Tanya led discussion on terminology and defining the differences between Decolonization, Indigenization, and Reconciliation.	
G.	**COMMITTEE REPORTS**	
	Education Council Policy and Standards Committee	**Peter Moroney**
	Pete reported that the committee met on May 3 and were joined guests Richard Doucet and Blair Fisher. Scott Harris brought forward for consultation a proposal around the Policy Informed Directive, Jay Treaty Acknowledgement. Students from the US and who are covered by Jay's Treaty would be able to attend Camosun as domestic students. Discussion around implementation and sensitivities around self-identification vs. verification. More work based on suggestions and further review will be done.	
	The updates to the Education Council bylaws were reviewed with discussion on proposed changes. Three main items to be discussed later this meeting are: 1. Proposal to add an Indigenous voice/voting member to Education Council. 2. Change to the title of Permanent Secretary – P&S supports the renaming to	

ITEM		PRESENTER
	Education Council Coordinator, which sends a better message about the role and the level of responsibility that it has. 3. Non-voting role of EPP Director/P&S Committee Chair and what to do with that; it doesn't exist in the bylaws - add this role or continue as a guest.	
H.	**INTEGRATED CURRICULUM COMMITTEE REPORT**	**Christopher Avis**

Regular Curriculum for Approval

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

A&S: HUMANITIES
PHIL 250

HHS: NURSING
Nursing (Baccalaureate of Science)

T&T: TECH ACCESS
Civil Engineering Technology Access (Certificate)
Computer and Engineering Technician/Technology Access (Certificate)
Electronics & Computer Engineering Access (Certificate)
Mechanical Engineering Technology Access (Certificate)

T&T: COMPUTER SCIENCE
COMP 166

Motion:
That Education Council approves changes to the curriculum as submitted:

Moved by: John Boraas
Seconded by: Blair Fisher
Motion Carried

I.	**PRESENTATION – SOCIALLY RESPONSIBLE MANAGEMENT STRATEGY**	**Steven Rumpel**

Steven thanked Council for their support of the BBA and PDD in Socially Responsible Management while providing an overview of the programs. He highlighted their connection with the Vision, Mission, Values, and Strategic Plan of the College, and with the 17 UN Sustainable Development goals through the Seven Principles for Responsible Management Education (PRME). The School of Business became a signatory member of PRME on Oct. 2023. Branding graphics being built into communications in alignment with branding standards. Staffing is completed for both programs, with the BBA launching in F2025, and the PDD in F2024. SoB entered a student team in the Enactus Western Regional Competition, winning first place and thus competing at Nationals in Toronto. More actions to follow –

ITEM		PRESENTER
	potential speaker series, field trips, sweat lodge. John added that the college has committed to finding space on campus for Enactus so that it can be interdisciplinary across all schools.	
J.	**EDUCATION COUNCIL BYLAWS – CONSULT** Bijan reported to Council on the three components of the review of the Education Council bylaws at the May 3 Policy & Standards Committee meeting. He provided information on the suggested updates – 1) Potential role of Education Council Coordinator (strike in sec. 4 – Permanent Secretary and insert, Education Council Coordinator) 2) Pete's role - he's a member of two EdCo sub-committees (P&S/ICC) thus sufficient to maintain him as a non-voting member 3) Addition of an Indigenous Voice/Representative voting member, identified by Eyēʔ Sqâ'lewen (without consideration of what group they come from - administrator, faculty, staff, or student). Members discussed various ideas around who that Indigenous member could be, including that it should be a faculty member so as not to dramatically change the composition of EdCo members and is the least disruptive to the Colleges and Institutes Act. Other ideas include the member being an external member – not a member of the College but a member of the College community; that it should not be a faculty member as it excludes potential members from other groups; open a 21st position for an Indigenous voting member from any member of the college community and beyond, and add an additional faculty member to preserve the 50% faculty composition on EdCo represented in the Colleges & Institutes Act. Suggestions from discussion were moved forward to the Policy & Standards Committee; members were encouraged to attend the next P&S Committee meeting on June 3 at 1:00 pm to have a continued conversation about the current suggestions. Updates from that meeting will be brought to June's EdCo meeting for next steps, noting that 30 days notice is needed for changes to the bylaws.	**Bijan Ahmadi** **Peter Moroney**
J.	**ADJOURNMENT** The meeting adjourned at 5:53 pm.	**Bijan Ahmadi**

Camosun College

5-Year Major Capital Plan: 2025/26 – 2029/30

TOP

5-Year Major Capital Plan

2025/26 – 2029/30

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 14,000 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 (Eyēʔ 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 Professional Skills & Industry Training.

For the 2025/26 — 2029/30 period, Camosun College has identified seven major capital projects. The seven 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 seven projects identified align with Camosun College 2019 Campus Master Plan, which can be provided upon request.

1	**Centre for Culinary Arts & Campus Dining Hall**		
Construction Start	Anticipated Occupancy	Current Budget Estimate	Previous Yr Budget Estimate
APR-2027	APR-2029	$49,596,500	$36,271,285
2	**Young Building Remediation, Expansion & Indigenization**		
Construction Start	Anticipated Occupancy	Current Budget Estimate	Previous Yr Budget Estimate
APR-2028	SEP-2030	$184,057,100	$180,059,435
3	**CBA & Tech Roof Replacement & Envelope Repairs**		
Construction Start	Anticipated Occupancy	Current Budget Estimate	Previous Yr Budget Estimate
DEC-2026	JUN-2027	$16,995,023	$15,360,210
4	**Liz Ashton Campus Centre Curtain Wall & Envelope Replacement**		
Construction Start	Anticipated Occupancy	Current Budget Estimate	Previous Yr Budget Estimate
SEP-2027	MAR-2029	$10,997,140	$8,506,260
5	**Paved Linear Infrastructure Accessibility Improvements & Repairs**		
Construction Start	Anticipated Occupancy	Current Budget Estimate	Previous Yr Budget Estimate
SEP-2026	JUL-2027	$11,128,749	$8,470,355

TOP

5-Year Major Capital Plan

2025/26 – 2029/30

6	Consolidation of Registrar's Office & Camosun International at Interurban Campus		
Construction Start	Anticipated Occupancy	Current Budget Estimate	Previous Yr Budget Estimate
APR-2025	JAN-2026	$8,186,247	N/A
7	**Interurban Student Housing**		
Construction Start	Anticipated Occupancy	Current Budget Estimate	Previous Yr Budget Estimate
APR-2029	SEP-2031	$220,510,700	$233,588,265

TOP

CENTRE FOR CULINARY ARTS & CAMPUS DINING HALL:

Despite more recent layout and finishing improvements the aging Humber Hall building requires upgrades to its major building systems to support the functional needs and standards of the culinary arts program. The Interurban campus also lacks sufficient cafeteria space to serve the campus community necessitating a building 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.

This request has a renewal/replacement component that addresses all of the current building's deferred maintenance to 2248 gsm and an expansion component of 752 gsm to address current and future anticipated space constraints for cafeteria seating space, washrooms and kitchen space. This request supports the Culinary Arts training program, and will also address food services needs for the IU Student Housing project.

TOP

CAMOSUN COLLEGE

5-Year Major Capital Plan

2025/26 – 2029/30

YOUNG BUILDING REMEDIATION, EXPANSION & INDIGENIZATION:

The Young Building has been in continuous use for the past 105 years. During this time, mostly superficial renovations have taken place and building floorplans remain as originally designed and the building envelope and infrastructure are well beyond their useful life.

Efforts were made in 2000 to address major structural and envelope issues; however, the repair work was not well executed – resulting in legal action by the College against the contractor. Engineering assessments in 2014 and 2016 subsequently confirmed complete building envelope failure has already taken place and envelope masonry has fallen off the building. To protect staff and students, protective hoarding was erected around the Young Building in 2013 and remains in place today.

The Young Building Condition Assessment Report, completed by external consultants in 2020, paints a daunting picture of much needed structural, mechanical, electrical, architectural, and accessibility upgrades totaling more than $70 million. Without immediate intervention, the building is at risk of being uninhabitable within the next decade.

Camosun serves the communities of southern Vancouver Island and the south Gulf Islands that are located in the traditional territories of the Lekwungen (Esquimalt and Songhees), Malahat, Pacheedaht, Scia'new, T'Sou-ke and W̱SÁNEĆ (Pauquachin, Tsartlip, Tsawout, Tseycum) peoples.

Although the Young Building was not used by the Indian Residential School (IRS) system, it was designed as a proud symbol of colonialism. As a result, Indigenous Elders and students do not feel comfortable entering this building. Throughout the redesign of the building, engagement with the Indigenous community will be crucial in understanding how the Young Building can be envisioned as an inclusive and welcoming space while preserving its architectural heritage.

TOP

CBA & TECH ROOF REPLACEMENT & ENVELOPE REPAIRS:

A Building Envelope Condition Assessment (BECA) for the CBA and Tech buildings has indicated several issues with the roof and skylight assemblies resulting in water ingress and associated damages. As a result, a full replacement of the aluminum roof assembly and skylights for both buildings is required.

TOP

LIZ ASHTON CAMPUS CENTRE CURTAIN WALL & ENVELOPE REPLACEMENT:

Deterioration of the building envelope requires fully replacing the building curtain wall assembly, windows and skylight glazing. Additional minor upgrades include weather-stripping, stucco and concrete maintenance and repair, and the addition of overhangs. The envelope repairs and updating will mitigate further damage due to moisture ingress, and the curtain wall and glazing updates will provide energy savings and better thermal performance.

TOP

Paved Linear Infrastructure Accessibility Improvements & Repairs:

An engineering consultant has completed an asset condition assessment of Camosun's paved linear infrastructure and identified $6 million in deferred maintenance (poor condition) and is in need of remediation. Numerous areas identified align with opportunities identified in Camosun's 2019 Campus Master Plan to improve both campuses accessibility and pedestrian connection. In addition, Markham St is also in need of repaving and presents an opportunity to widen and include bike lanes.

TOP

CONSOLIDATION OF THE REGISTRAR'S OFFICE AND CAMOSUN INTERNATIONAL AT INTERURBAN CAMPUS:

As services have increasingly shifted to a virtual format, the office spaces for the Registrar's Office and Camosun International at both Lansdowne and Interurban campuses have become oversized for their current needs. This project aims to consolidate both departments' teams at the Interurban campus where they can operate more efficiently in a unified space. While the main operation will be centralized at Interurban, a small presence of help desk will be maintained at the Lansdowne campus to ensure continued support and accessibility.

To accommodate this consolidation, the project will redesign the existing space to support a more flexible and virtual work model, reflecting the shift towards virtual services and remote work for staff. The new space will utilize hot-desking and desk-sharing arrangements, ensuring an efficient and effective workplace that supports both in-person and virtual interactions.

The redesign will create a cohesive, modern environment that fosters collaboration while maximizing available space, supporting the departments in delivering high-quality services to students in virtual and physical formats.

TOP

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 each campus. The College has determined that 425 beds 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 student housing project will include 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 in the units. 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.

TOP

BRIEFING NOTE
Board of Governors

SUBMITTED BY: **Tanya Clarmont, Chair**
DATE: **September 23, 2024**
TOPIC: **G-1.3 Board Operations By-Law Revision Attendance**

For Information: For Decision: X For Advice:

1. OVERVIEW

In May, the Board Executive reviewed the results of the 2023/24 annual self-evaluation. It included a suggestion that optimal Board function requires in-person attendance at meetings. The option to attend remotely is enormously valuable for those who could not attend otherwise. However, it should be the exception and consistent in-person attendance is preferred. The Executive requested a review of the 'G-1.3 Board Operations By-Law' to clarify attendance.

The 'G-1.3 Board Operations By-Law' states under E. Board Meetings, #2. Attendance, that "A member of the Board may participate in a meeting of the Board or of any Committee of the Board remotely or in-person. A member who participates in a meeting remotely is deemed for all purposes of the *College and Institute Act* and the bylaws and policies of Camosun College to be present at the meeting and to have agreed to participate in that manner."

The proposed revision is to add a line following the above to indicate the preference for consistent in-person attendance, such as "While the option to attend meetings remotely is important, consistent in-person attendance is preferential for optimal Board function."

2. OPTIONS

a. Approve the addition of the line indicating consistent in-person attendance is preferred.
b. Do not revise G-1.3 Board Operations By-Law.

4. COMMUNICATIONS

Policy revisions are communicated on CamNews and the revised policy is posted on the public website.

5. RECOMMENDATION AND OR MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISION TO 'G-1.3 BOARD OPERATIONS BY-LAW' THAT INDICATES THAT THE WHILE THE OPTION TO ATTEND MEETINGS REMOTELY IS IMPORTANT, THAT CONSISTENT IN-PERSON ATTENDANCE IS PREFERENTIAL FOR OPTIMAL BOARD FUNCTION.

6. SUPPORTING DOCUMENTATION:

G-1.3 Board Operations By-Law

7. Tracking Chart

Board Body	Date	Communication/Action	Next Steps
Board Executive	Sep. 5/24	Executive reviewed	Bring draft to Board of Governors for review and decision

TOP

POLICY TITLE	Board Operations By-Law
POLICY NUMBER	Number: G-1.3
POLICY TYPE	Governance
APPROVAL DATE	June 12, 2023
APPROVAL BODY	Board of Governors
REPLACES (IF APPLICABLE)	Board Decision Making Policy
LAST UPDATE OR AMENDMENT OR REVIEW DATE	N/A
NEXT REVIEW DATE	June 2028
HOLDER	President
RESPONSIBLE OPERATIONAL LEADER	Board Chair
SUPPORTING DOCUMENTS	G-1.3.1 Ad Hoc Committee and Task Force Process

BOARD OPERATIONS BY-LAW

PURPOSE AND/OR RATIONALE

The purpose of this by-law is to clarify the role and responsibilities of the Board of Governors in policy governance and operations at Camosun College.

POLICY APPLICATION, SCOPE, AND/OR LIMITS

1. This by law applies to the College's Board of Governors.
2. The powers of the Board of Governors are defined by the *College and Institute Act* and other laws of general application.

DEFINITIONS

1. **Act:** means the British Columbia *College and Institute Act*.
2. **Board:** means the Camosun College Board of Governors.
3. **Chair and Vice Chair:** means the Board members elected to hold those positions.
4. **College:** means Camosun College.
5. **Member:** means an individual appointed, elected or serving ex officio on the Board.
6. **President and Chief Executive Officer:** means the President of the College.
7. **Ex-Officio Board Members:** means the President and Chair of Education Council who are not entitled to vote in accordance with s. 13 of the *College and Institute Act.*

PRINCIPLES

1. The Board will govern in the public interest using a policy governance framework. Policy Governance is a system for organizational oversight. Policy Governance defines and guides appropriate

relationships between the government on behalf of the citizens of British Columbia, the Board of Governors, and the President.

2. The Board has responsibility to ensure it governs itself ethically.

3. The Board has final responsibility for establishing appropriate governance policies in compliance with the *College and Institute Act* and ensuring the College has policy and directives in place that comply with the appropriate legislative, legal and regulatory requirements.

4. The Board will establish policies and make decisions that will ensure the financial health of the College.

5. In the interest of transparency, Board meetings and business will be conducted in public unless the issue is deemed confidential.

6. Policy decisions should reflect the values, strategic goals and priorities of the College. The Board cannot delegate these authorities, and must make policy decisions based on what is in the best interest of the College. The Board sets the vision, mission and values of the College through the Strategic Plan.

A. ROLES & RESPONSIBILITIES

1. Board Mandate

The Board governs the College by:

a) Setting strategic direction and monitoring implementation;
b) Providing direction for the College through policy development, the Strategic Plan and establishing performance targets, and ensuring the College is fulfilling its vision, mission and strategies through the President;
c) Establishing Board governance processes; such as by-laws, policies, and resolutions that direct the work of the College;
d) Ensuring that the College has an effective process for identifying, monitoring and managing risk;
e) Ensuring effective stewardship of College resources and assets;
f) Reviewing financial performance, budgets, investments and ensuring College management has an effective system of internal controls;
g) Ensuring the College maintains effective communication and accountability with stakeholders (such as donors, government, partner organizations, etc.);
h) Selecting a President, and evaluating the performance of the President;
i) Ensuring the President has implemented appropriate succession and development process for key leadership positions;
j) Setting and disclosing appropriate compensation for the President within the legislated compensation framework;
k) Ensuring compliance with statutory requirements established in public sector human resources legislation, and ratifying tentative collective agreements; and
l) Ensuring the ethics, reputation and integrity of the College.

CAMOSUN POLICY COLLEGE

2. Board of Governors

The responsibility of the Board of Governors is to:

a) Act in the best interest of the College in alignment with the *College and Institute Act* and other legislation as appropriate.
b) Establish by-laws and policies in accordance with s.19 of the *College and Institute Act*.
c) Appoint a President who will be the President and Chief Executive Officer (CEO) who is responsible for advising the Board on College activities and for implementing the goals and policies established by the Board. The CEO will be responsible for establishing a structure including providing monitoring reports on College activities that meets the Board's goals including development of a Strategic Plan.
d) Establish a regular schedule of meetings and committee meetings and ensure Board development and orientation.
e) Establish committees of the Board that will have the power to advise and make recommendations to the Board.

3. Board Chair

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

a) Chair the regular, in camera, and special meetings of the Board.
b) Act on behalf of the Board in liaison and linkage with the President & CEO.
c) Delegate or appoint Board members to Standing Committees, to the Foundation Board, to the Pacific Institute for Sport Education Board and to the Education Council.
d) Represent the Board at public events and College functions, or delegate.
e) Act as the official spokesperson for the Board.
f) The Chair can recommend an appointed member of the Board for the position of Vice Chair on an annual basis.
g) Set the Board agenda.

4. Vice Chair

The role of the Vice Chair is to assume the Chair's responsibilities as outlined in the *College and Institute Act* and this Bylaw in the absence of the Board Chair.

5. Members of the Board

As part of their fiduciary responsibilities, all members of the Board will:

a) Act in the best interests of the College.
b) Attend all meetings of the Board, and give sufficient notice when attendance is not possible.
c) Serve on Board Standing Committees as requested.
d) Attend Special College Functions (e.g. Graduations) or other community events representing the Board as requested by the Board Chair.
e) Notify the Board Chair of any conflict of interest situations, potential, perceived, or real.
f) Notify the Board of any changes to eligibility to remain a member of the Board.
g) Commit to being informed about the College and its operations.

e) Support Board decisions so that the Board speaks with one voice in relation to such decisions. If Board members have any questions between meetings, they should direct those questions to the Board Chair.

6. President and Chief Executive Officer (CEO)

The role of the President and Chief Executive Officer is to provide leadership to the College, to represent the College within the community and to:

a) Perform the duties and responsibilities in accordance with the requirements of the *College and Institute Act*, and as determined by the Board.
b) Guide the development of policy options for the Board's consideration.
c) Implement the by-laws and policies of the Board.
d) Develop an organizational structure and process that will enable the effective achievement of the Board's goals.
e) Direct and guide the development of policy and procedures to manage the College.
f) Subject to the direction of the Board, manage the property and assets of the College as its President and Chief Executive Officer, including the power to control and supervise access to and use of the property and those assets.
g) Perform other duties as determined by the Board.

B. Election of the Chair and Vice Chair

1. Election of the Chair will be held annually at the last meeting of the Board in summer. Election of the Vice Chair will be held annually at the first meeting of the Board in fall.
2. The elections of the Chair and Vice Chair will be presided over by the Chief Financial Officer (CFO) or others as designated by the Board.
3. Only Board members appointed under section 9 (1) (a) of the *College and Institute Act* are eligible to be Chair and Vice Chair of the Board.
4. Nominations and declarations of expressions of interest for the position of Chair will be called for one month prior to the last Board meeting in summer. The CFO will also call for nominations from the floor. In the case of more than one nomination, the CFO will ask each if they are willing to serve, and then declare the nominations closed. Nominations and declarations of expressions of interest for the position of Vice Chair will be called in August.
5. The votes will be cast by a show of hands unless a resolution is passed calling for a secret ballot in either election.
6. If a secret ballot is required, the CFO will appoint two persons to distribute, collect, and count the ballots. Neither the nominee nor the person who has nominated the nominee are eligible to distribute, collect and count the vote. The CFO will ask members if all have voted who wish to do so, and declare the voting closed. The appointed persons will inform the CFO of the number of votes, the number constituting a majority, and the number of votes received by each nominee. The CFO will declare the winner as the new Board Chair.
7. The Chair will assume the position on August 1 of each year. The Vice Chair will assume that position immediately following the vote for the Vice Chair.

CAMOSUN POLICY COLLEGE

C. COMMITTEE STRUCTURE (SEE LINKS BELOW)

1. Standing Committees

The Board shall establish standing committees as are necessary and advisable, and will approve the terms of reference for each. The standing committees include but are not restricted to the Risk and Audit, Finance and Executive Committees. The Chairs of the Standing Committees shall work with the President to establish the Committee meeting agenda, chair the Committee meetings or when absent, designate a Chair, and report back to the Board regarding their committee activities. Unless the Board specifically delegates decision making power, the Committees are limited to advising and making recommendations to the Board.

i. Finance Committee

The purpose of the Finance Committee is to assist the Board in fulfilling its financial planning, reporting and oversight obligations, and to make recommendations to the full Board for approval.

ii. Risk and Audit Committee

The purpose of the Risk and Audit Committee is to assist the Board in fulfilling its financial accountability, risk management and oversight obligations and to make recommendations to the full Board for approval.

iii. Executive Committee

The purpose of the Executive Committee is to assist the Board in developing and recommending the College's approach to good governance, to establish ad hoc committees, to deal with matters relating to the Board's role as employer, including the President's employment, evaluation and compensation, and to deal with student appeals of suspension.

2. Ad Hoc Committees

From time to time, as required, the Board may establish an ad-hoc committee or task force to work on specific issues relevant to the Board. On the completion of the mandate for the ad-hoc committee or task force, the ad-hoc committee or task force will be disbanded. Both ad hoc committees and task forces will report directly to the Board.

DIRECTIVES, REQUIREMENTS, PROCEDURES, STANDARDS, GUIDELINES, FORMS

A. DEVELOPMENT OF GOVERNING BY-LAWS AND POLICIES

1. Identification

While the Board does not delegate its responsibility for identifying and developing governing policies, it expects that the CEO and college staff (the "administration") will exercise the initiative in identifying and developing a policy framework and policy statements (principles) for the Board's consideration.

CAMOSUN POLICY COLLEGE

2. Development

The administration will manage the process of developing and drafting policy for the Board's consideration. Feedback will be acquired appropriate to the governing policy. Draft policies and by-laws presented to the Board will reflect the best interests of the College, and the current legislative, legal and financial limitations and strategic directions of the College. The administration will identify the impact of the draft policy on the College and any concerns about the draft policy.

3. Adoption

The Board's responsibility is to ensure that the policy meets the long-term goals of the College and meets the specific policy objective(s). The Board should identify concerns, offer suggestions and direct administration to re-draft the policy to address the Board's concerns. The Board should focus on the goals and objectives of the policy, directing administration to make the policy changes identified through the discussion. The Board will adopt the policy only when it is satisfied that the policy has met the policy objectives.

4. Implementation

The implementation of policies is delegated to the administration through the CEO. However, the Board cannot delegate its authority to manage and implement those governing policies that describe how the Board will govern itself within a policy governance framework.

5. Review

Monitoring governing policies will occur as needed when triggered by new legislation, changes in the law, changes in the strategic direction of the College, or other events. Both the Board and the administration are responsible for identifying the need for changes to governing policies.

E. BOARD MEETINGS

1. **Conduct of Board Meetings:** The conduct of Board meetings will normally be governed by Robert's Rules of Order.

2. **Attendance**: Board members are expected to attend each meeting of the Board. In accordance with s.59(7) of the Act, if a Board member has not attended three consecutive regular Board meetings, they shall no longer be a Board member unless excused by a resolution of the Board. A member of the Board may participate in a meeting of the Board or of any Committee of the Board remotely or in-person. A member who participates in a meeting remotely is deemed for all purposes of the *College and Institute Act* and the bylaws and policies of Camosun College to be present at the meeting and to have agreed to participate in that manner. ***WHILE THE OPTION TO ATTEND MEETINGS REMOTELY IS IMPORTANT, CONSISTENT IN-PERSON ATTENDANCE IS PREFERENTIAL FOR OPTIMAL BOARD FUNCTION.***

CAMOSUN POLICY COLLEGE

3. **Quorum:** A majority of the Board members holding office constitute a quorum at a meeting of the Board.
4. **Resolutions:** The affirmative votes of a majority present at the meeting at which a quorum is present are sufficient to pass a resolution of the Board.
5. **Abstentions**: Abstentions will be dealt with in accordance with Robert's Rules of Order.
6. **Agenda Delivery to the Board**: Agendas for the regular meetings of the Board of Governors will be forwarded to the Board no later than 48 hours before the scheduled Board meeting. The draft Board agenda will be prepared by the Executive Assistant to the Board and will be sent to the Board Chair and the President. The Board Chair will finalize the agenda prior to its distribution to the Board members.
7. **Resource Staff**: Administrative staff will be expected to attend and participate as required.
8. **Status of Observers**: The regular meeting of the Board will be open to the public. Observers may only be recognized at the discretion of the Chair. Observers do not participate in the meeting of the Board unless invited to do so by the Board, through the Chair.
9. **Minutes:** The Board meeting minutes will be approved by the Board of Governors at the following meeting.
10. **In-Camera Meetings:** The in-camera session of a Board meeting is where the public is excused, and the Board and College management discuss items that are more confidential in nature.

    a) In-camera discussions should always remain confidential as they relate to sensitive Board matters. Confidential minutes of decisions made during in-camera or special in-camera sessions should be recorded, along with actions, timelines and responsibilities.

    b) Any written materials and minutes from an in-camera session of a Board meeting shall not be available for inspection by the public unless they have been released by Board resolution at a public session of a Board meeting.

    c) Unless otherwise determined by resolution of the Board, the following matters shall be considered at in-camera or special in camera sessions of Board meetings:

        i) All matters relating to salaries, management performance, conditions of employment, labour relations, and collective bargaining;
        ii) Matters relating to individual employees, including appointments, transfers, resignations, performance, promotions, demotions, conduct, discipline or suspension;
        iii) Matters relating to individual students, including conduct, discipline or suspension;
        iv) Matters relating to Internal Board governance;
        v) Matters where litigation, liability or legal opinions respecting the liability or interest of the College or the Board may arise;
        vi) Matters relating to conflict of interest;
        vii) Matters relating to the acquisition, disposition or security of real property;
        viii) Matters relating to the award of a contract; and

CAMOSUN POLICY COLLEGE

ix) Matters relating to the performance and compensation of the President, in the absence of College management.

Special in-camera sessions may be called where one or more Board members may need to recuse themselves because they may be in a perceived or actual conflict of interest. If a Board member has a conflict of interest or a perceived conflict of interest in relation to a matter before the Board, the Board member must excuse themself from the meeting and must not participate in any of the Board discussions or vote with respect to that matter.

F. PROCESS FOR SEEKING ADVICE FROM EDUCATION COUNCIL

The Board, through the Board Executive Committee will seek advice and receive policy proposals from the Education Council in accordance with s.23 of the *College and Institute Act*. The Board Executive Committee will, as needed, establish ad hoc committees to vet policy proposals, and bring forward recommendations to the Board.

1. The Board Executive Committee will first review forthcoming policy that falls under Section 23 of the *College and Institute Act,* and will consider, reject, refer back, review for decision and when ready, forward the item to Education Council for its review and advice. The Executive Committee will report on its actions to the Board at the next Board meeting.
   The Board reserves the right to receive and consider the policy matter prior to seeking advice from Education Council.
2. The Board Executive Committee would normally expect to receive advice through the next regular meeting of Education Council. If the matter is not pressing, and Education Council needs more time to consider its advice, the Board would consider such a request. However, the Board may require that the Education Council respond in less time.
3. Unless another agreement is in place, the Board will seek a written response from Education Council.

G. BOARD EVALUATIONS

The Board will conduct an annual survey of its effectiveness that will be distributed for completion in May of every year. It will be followed by one-on-one meetings with Board members undertaken by the Board Executive. The purpose of a Board evaluation is to examine the Board's overall effectiveness, identify opportunities for improvement and provide data that will assist with developing the annual Board orientation and ongoing training schedule. The Chair will undertake an annual evaluation of themself by an electronic survey of the members, and share the results first with the Board Executive and then with the entire Board.

H. BOARD ORIENTATION

The Board will establish an annual orientation and training program in governance that includes participation by all Board members. The Board Executive Committee will schedule the annual orientation to occur in August or September of the new academic year. Ongoing orientation and Board training will be conducted throughout the year.

RELATED LEGISLATED REFERENCES

- College & Institute Act

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

- G-1.3.1 Ad Hoc Committee and Task Force Process
- G-1.5 Finance Committee Terms of Reference
- G-1.7 Executive Committee Terms of Reference
- G-1.9 Risk and Audit Committee Terms of Reference
- G-2.5 Strategic Plan Policy
- Strategic Plan 2023-2028

BOARD OF GOVERNORS

FINANCE COMMITTEE MINUTES

MEETING: **Tuesday, April 2, 2024**
TIME: **5:00 pm**
LOCATION: **Paul 216, Lansdowne Campus**
ONLINE: **Teams**

COMMITTEE MEMBERS:	**RESOURCE:**
Mike Stubbing, Chair	Deborah Huelscher, VP Administration & CFO
Monty Bryant	
Tanya Clarmont	**ADMINISTRATION:**
Brenda McBain	John Boraas, Provost & VP Education & Innovation
Al van Akker	John D'Agnolo, Exec. Dir., Human Resources
Lane Trotter, President (ex officio)	Rodney Porter, Exec. Dir., Communications & Marketing
	Jen Stone, Exec. Dir., Strategy, Planning & Transformation
BOARD MEMBERS	Richard Stride, Acting VP Enrolment & Community Engagement
Bijan Ahmadi	
Jeremy Burgess	**REGRETS**: Logan Hudson
Joanne Cumberland	Ruth Mojeed Ramirez
Shane Hartman	Jagjeet Singh
Lindsay Kearns	
	EXECUTIVE ASSISTANT: Heather Martin

I CALL TO ORDER

Finance Committee Chair Mike Stubbing called the meeting to order at 5:05 pm.

II APPROVAL OF AGENDA

The agenda was approved as presented.

III MINUTES OF PREVIOUS MEETING

The minutes of the January 29, 2024, meeting were approved as distributed.

IV NEW BUSINESS

1. Budget 2024/2025

Mike Stubbing, Chair, Finance Committee, noted the primary purpose today is to review the proposed budget for the 2024/2025 year, and to make a recommendation to the Board to support the budget at the April 8 meeting. The budget is for the next fiscal year, which is April 1, 2024, to March 31, 2025. We are budgeting for a surplus for the first time. It is a great start in rebuilding the reserves that were depleted during the COVID pandemic.

Deborah Huelscher, VP Administration & CFO, provided a high-level overview of the proposed consolidated (operating and capital) 2024/2025 budget including the accountability framework, budget assumptions and process, highlights, and budget risk and mitigation strategies. Deborah

TOP

presented data on operating grants over the years; age cohorts; domestic enrolment trends; domestic enrolment to targets; tuition revenue by year and compared to other institutions; international tuition; revenue and expense by activity stream; and 2024/2025 revenue and expense by type.

The proposed budget for 2024/25 has a three-year planning horizon and is based on conservative planning assumptions which result in a budget with a surplus position. Base budgets rollover at actual staffing levels with some growth and inflationary increases to non-personnel budgets. Domestic tuition will have a 2% increase. International tuition will have a 3.4% tuition increase, as approved by the Board on June 12, 2023.

MOTION
THAT THE FINANCE COMMITTEE RECOMMENDS THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE COLLEGE'S BUDGET FOR THE FISCAL YEAR 2024/25 WITH TOTAL REVENUE OF $178,615,965 AND TOTAL EXPENDITURE OF $176,983,490 RESULTING IN A BUDGETED SURPLUS OF $1,632,475.
CARRIED

V ADJOURNMENT

The meeting was adjourned at 6:30 pm.

2023/2024 FINANCIAL INFORMATION ACT REPORT

(Published in accordance with the Public Bodies Information Act of British Columbia, 1987, Chapter 8, and the Financial Information Act.)

2023/2024 FINANCIAL INFORMATION ACT REPORT

STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned represents the Board of Governors of Camosun College and approves all the statements and schedules included in this Statement of Financial Information, produced under the ***Financial Information Act***.

Chair, Board of Governors
September 23, 2024

Prepared pursuant to the Financial Information Regulation, Schedule 1, Section 9

TOP

2023/2024 FINANCIAL INFORMATION ACT REPORT

MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act,* have been prepared by management in accordance with section 23.1 of the *Budget Transparency and Accountability Act* of the Province of British Columbia, in particular, the financial statements are presented in accordance therewith.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The College's Board of Governors is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and exercises this responsibility through the Finance and Audit Committees of the Board. The Finance Committee reviews proposed budgets, monitors financial results and reports on any significant financial matters. It meets with management 4 times a year. In addition, the Audit Committee, composed of independent Governors, appoints the external auditors, reviews the audit plan and meets with the external auditors to receive their reports prior to making recommendations to the Board of Governors. It meets 2 times a year.

The external auditors, KPMG LLP, conduct an independent examination, in accordance with generally accepted auditing standards, and expresses an opinion on the financial statements. This examination does not relate to the other schedules and statements required by the Act. This examination includes a review and evaluation of the College's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the Audit Committee of the Board.

On behalf of Camosun College:

Deborah Huelscher, VP Administration & CFO
September 23, 2024

TOP

2023/2024 FINANCIAL INFORMATION ACT REPORT

SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

The financial guarantees and indemnities agreements in force during the 2023/2024 fiscal year, that required government approval prior to being given under the ***Guarantees and Indemnities Regulation*** (B.C. Reg. 258/87), are listed below:

Red-D-Ark

Butchart Gardens

Any Post Secondary Institution/Company PSI

Ministry of Forests

Vancouver Island Health Authority

Rave Wireless, Inc.

Accor Management Canada Inc.

Chair, Board of Governors
September 23, 2024

VP Administration & CFO
September 23, 2024

TOP

2023/2024 FINANCIAL INFORMATION ACT REPORT

SCHEDULE OF DEBT

The College reports no long-term debt secured by debt instruments such as debentures, mortgages and bonds for the 2023/2024 fiscal year (B.C. Reg. 371/93).

Chair, Board of Governors
September 23, 2024

VP Administration & CFO
September 23, 2024

TOP

STATEMENT OF REMUNERATION AND EXPENSES FOR THE BOARD OF GOVERNORS

FOR THE YEAR ENDED MARCH 31, 2024

April 1 2023 - March 31 2024

Total amount of remuneration for each board member and the total amount of expenses paid to or on behalf of that board member.

Prepared under the Financial Information Regulation, Schedule 1, section 6(2), (3) , (4), (5) and (6)

Name	Position	Full or Partial Year	Remuneration	Expenses	Retainers	Total	Number of meetings attended***
Ahmadi, Bijan*	Education Council Ex-Officio	Full	118,746	3,220	-	121,966	17
Bryant, Monty	Appointed Member	Full		1,803	2,165	3,968	26
Burgess, Jeremy	Appointed Member	Partial			667		2
Clarmont, Tanya	Appointed Member	Full		1,384	2,334	3,718	24
Cumberland, Joanne*	Elected Employee	Full	68,637	1,429	-	70,066	16
Hartman, Shane	Appointed Member	Partial			667		1
Hudson, Logan	Elected Student	Partial			1,333		6
Jones, Kyle*	Elected Student	Partial	18,567	802	667	20,036	4
Kearns, Lindsay	Appointed Member	Full			2,000	2,000	19
McBain, Brenda	Appointed Member	Full		293	2,000	2,293	21
Mojeed Ramirez, Ruth	Appointed Member	Full			2,000	2,000	7
Palmer, Brent	Appointed Member	Partial			667	667	4
Singh, Jagjeet	Elected Student	Partial		100	1,333	1,433	6
Stubbing, Mike**	Appointed Member	Full			-	-	26
Trotter, Lane*	President Ex-officio	Full	251,183	37,683	-	288,866	36
Van Akker, Albert*	Elected Employee	Full	119,775	1,700	-	121,475	14
Young, Karen	Elected Student	Partial			667	667	6
			$ 576,907	**$ 48,415**	**$ 16,500**	**$ 639,156**	**235**

* Remuneration and expenses reported for elected and ex-officio board members who are employees of the College is in respect of their duties as employees.

** Mike Stubbing declined remuneration.

***Only board regular and board committee meetings are included under the number of meetings attended.

STATEMENT OF EMPLOYEE'S REMUNERATION AND EXPENSES

FOR THE YEAR ENDED MARCH 31, 2024

April 1 2023 - March 31 2024

Total amount of remuneration for each employee that exceeds $75,000 and the total amount of expenses paid to or on behalf of that employee, excluding employees who are members of the Board of Governors and excluding any amounts paid under a severance agreement.

Prepared under the Financial Information Regulation, Schedule 1, section 6 and the Financial Information Act, Section 2(3)(b)(i).

Employee Name	Remuneration	Expenses
Abbott, Marie	88,170	4,330
Abuleal, Sue	110,097	4,720
Adu-Febiri, Francis	113,108	1,200
Agbay, Matthew	110,622	
Albano, Mice	113,051	
Al-Haque, Mohd Rashed	97,065	1,846
Ali, Nancy	118,025	100
Allen, Glen	98,146	
Alto, Michelle	112,450	537
Amiraslany, Afshin	112,794	1,820
Amlani, Lilah	93,559	
Anders, Benjamin	101,906	305
Anderson, Kristal	115,330	4,373
Anderson, Ruthie	103,248	4,720
Andrew, Kristina	116,214	2,374
Andrews-Brown, Adrianna	82,754	284
Armstrong, David	112,860	
Asebey-Solares, Sergio	77,770	331
Ashwell, Sheila	100,376	652
Ashwood-Smith, Hannah	113,519	693
Atkinson, Gillian	112,939	366
Atkinson, Tracy	107,492	693
Aveyard, Denise	99,399	3,467
Avis, Christopher	115,115	1,665
Bai, Bao-Qin	112,473	2,367
Bain, John	114,243	417
Baird, Alanna	103,347	1,327
Ballinger, George	112,960	
Bambi, Jonas	112,098	4,406
Bannikoff, Sandra	112,305	
Barbas, Efthimios	104,921	5,638
Barclay, Gulcan	87,063	11,438
Barone, Chedomir	87,757	
Baskerville-Bridges, Robert	120,586	3,446

TOP

Baskin, Myrna	75,468	505
Bass, Michelle	87,790	
Bazner-Downarowicz, Jadwiga	111,754	4,000
Behfarshad, Ghasem	125,925	
Behfarshad, Zahra	93,102	171
Belanger, Kevin	105,046	
Benecke, Stephen	112,860	383
Bennett, Jennifer	112,939	4,026
Berghuis, Christopher	80,404	5,391
Bernard, Christiaan	158,800	83,686
Betton, Allison	112,455	6,892
Biggan, Dale	95,286	252
Biggs, Laura	115,352	48
Birch, Benjamin	122,575	2,128
Bitschy, Steven	90,240	2,520
Bocsik, Miklos	132,205	
Boehme, John	106,900	4,437
Boisvert, Bradford	97,378	
Boles, Flynn	92,521	
Booth, Hazel	97,277	
Boraas, John	224,272	16,520
Brewer, Monique	112,614	2,936
Brix, Ann	112,444	4,000
Broad, Kyle	119,775	
Broom, Gordon	121,263	1,907
Broom, Zoe	131,978	2,126
Brown, Michelle	148,687	1,313
Brown, Tika	115,814	3,057
Browning, Ian	114,893	6,206
Bruce, Robert	109,667	2,949
Bryan, Gwenda	113,067	30
Budlong, Robert	114,616	947
Bunton, Kirsten	116,787	
Burak, Arloene	112,481	4,007
Burgaretta, Mary	109,003	1,422
Burman, Richard	112,444	354
Burrage, Peter	138,061	6,131
Butcher, Anastasia	100,418	1,823
Calder, Charity	75,059	107
Caldwell, Judy	112,969	
Callin, Timothy	112,098	
Cameron, Brooke	105,961	63
Cameron, Ian	108,190	
Campbell, Meghan	109,920	
Campbell, Stephen	75,470	
Carr, Sandra	116,802	6,400
Cazelais, Gilles	112,827	

TOP

Chamut, Amber	112,727	2,945
Chan, Arnold	105,425	
Chappel, Justin	81,503	
Chen, Susan	114,728	6,581
Chercover, Alena	84,298	
Chia, Pei Mei	115,326	81
Chisholm, Sarah	114,564	1,085
Christensen, Sandra	103,877	4,761
Christiansen, Melanie	116,322	3,014
Clement, Michelle	117,407	4,106
Clowater, James	97,990	1,301
Coccola, Odette	112,452	4,570
Coey, Brian	122,226	5,765
Corwin, Todd	85,280	
Costin, Peter	83,496	
Cottell, Sylvia	85,233	3,225
Cowden, Stephen	104,964	
Cowell, Brent	76,025	
Craig, Shannon	93,773	1,621
Crawford, Maxine	86,982	
Cuachon, Scot	97,050	4,531
Cuizon, Gemma	104,820	
Cumiskey, Jason	122,180	
Cummings, Heather	134,910	609
Curran, Justin	118,919	13
Curtis, Miriam	97,259	36
Curtis, Trevor	112,523	4,000
Czinkota, Coralee	102,479	
D'Agnolo, John	122,585	3,625
Dahl, Alyson	95,681	5,946
Dahl, Madeleine	85,030	3,433
Davies, Alan	113,001	500
Davis, Danielle	103,422	
Dean, Andrew	129,627	1,050
deGoey, Carmen	119,775	1,106
del Villano, Heather	136,336	3,934
Delaney, Deborah	92,648	11,721
Delgaty, Breanna	83,842	4,314
Denchev, Yolina	116,776	2,044
Devnich, Brandon	101,747	1,744
Dhade, Gurbinder	110,045	4,044
Dhari, Shivinder	87,169	11,834
Dhillon, Jasdeep	108,982	
Dibattista, Erin	89,501	4,392
Dickson, Jennifer	83,663	121
Dildy, Clifton	122,958	3,609
Doherty, Janet	112,917	2,536

TOP

Dolgopol, Dallas	106,132	472
Dompierre, Kerry-Ann	106,787	720
Donatelli, Martin	84,177	
Doner, Susan	114,722	
Donnecke, Daniel	112,098	
Doutre, Susan	84,058	4,441
Downie, Robert	125,301	
Doyle, Diane	87,470	
Dumaisnil, Aidan	113,213	
Dundas, Melvyn	115,748	
Dunning, Troy	127,432	669
Durdle, Andrea	107,001	5,166
Elfurjani, Salah	128,790	499
Elliot, Enid	98,214	5,016
Elliott, Hayley	83,689	2,000
Ellis, Kaitlin	100,734	1,381
Evangelou, Teresa	123,502	693
Evans, Mark	116,412	7,447
Everett, Carrie	85,256	2,662
Everitt, Carl	136,219	
Fagan, Tersia	75,453	1,933
Farish, Tanis	110,329	1,386
Fast, Margaret	84,022	3,450
Fast, Robin	112,896	755
Fayowski, Vivian	112,844	4,248
Fehler, Sandra	81,400	216
Fell, Peter	112,523	
Feltham, Brian	113,034	7,728
Ferguson, Donna	113,067	1,074
Ferguson, Stephen	114,862	751
Fernyhough, Lois	117,125	4,000
Ferreira, John	80,786	
Fertile, Candace	114,013	4,192
Filler, Christopher	96,734	333
Fink, Diana	0	506
Fire, Artemis	101,251	5,033
Fisher, Blair	114,239	630
Flowers, Avery	113,175	
Flynn, Alexandrea	114,169	769
Fournier, Mark	113,524	121
Foxall, Karen	76,295	149
Fradette, Ryan	112,444	6,800
Frame, Heather	116,563	635
Frechette, Stephen	85,462	1,327
Friesen, Laura	77,418	
Frost, Graham	123,322	
Gagnon, Yannick	87,551	

TOP

Gale, Richard	146,107	3,026
Garland, Evan	122,749	953
Gau, Caitlan	92,230	
Gaudreault, Patricia	118,329	
Gerow, Hong	99,158	4,573
Giles-Pereira, Rosalind	119,359	8,200
Giuliani, Jennifer	113,289	2,219
Godwin, Leah	98,958	693
Gonzalez-Harney, Dalia	123,450	4,485
Gorrie, Darryl	107,730	375
Gough, James	116,526	359
Gover-Basar, Laura	101,424	3,903
Gow, Jennifer	115,354	393
Grant, Erynne	75,923	98
Grav, Julia	113,264	3,872
Greening, Doug	104,881	
Grier, Tanya	101,308	2,229
Grigoryan, Narine	112,879	5,488
Grondin, Isabel	117,461	2,077
Gross, Heather	76,295	2,672
Guenther, Jennifer	112,507	27
Gupta, Pooja	116,868	897
Gusevskiy, Nikolay	86,531	2,224
Haber, Benjamin	87,269	263
Hadian, Shohreh	112,022	242
Hadwin, Laura	125,210	1,141
Hall, Darren	100,850	1,572
Halsall, Susan	119,072	
Hannigan, Patricia	104,102	1,233
Hardcastle, Christopher	111,700	
Harris, Donavan	111,303	2,507
Harris, Scott	152,454	665
Hart, Dwayne	77,827	1,050
Hart, Kirk	75,434	3,079
Hayashi, Akiko	112,945	4,000
Haynes, Sheryl	116,657	2,949
Hayre, Mandeep	116,904	5,727
Heagy, Robin	107,693	
Hebig, Selena	105,469	720
Heerah, Imtehaze	120,505	589
Hendrixson, Mary	77,387	1,222
Hey, Paul	77,827	563
Hickey, Llan	101,132	606
Hilchey, Evan	170,315	7,858
Hinde, Richard	78,187	172
Hlady, Deborah	139,794	8,272
Hoggard, Amy	123,090	4,974

TOP

Hoh, Joseph	112,514	4,000
Holder, Jenny	111,478	143
Hood, Christine	101,900	707
Hook, Nancy	114,041	
Horie, Michael	112,651	
Hotchkiss, Chrisa	112,939	2,800
Howard, Erin	79,608	15,736
Howard, Leah	112,177	
Huelscher, Deborah	233,292	2,492
Huffman, Shauna	98,803	3,193
Humble, Robin	124,219	9,728
Humphries, Robert	164,768	3,411
Hunt, Judith	98,338	1,108
Hunter, Peggy	83,618	2,891
Hurtubise, Johanna	106,206	2,543
Hutmacher, Melodie	101,716	598
Iacobucci, Denise	112,890	
Ingraham, Stephanie	89,348	
Ipe, Alex	112,305	
Iribarne, Jeanne	112,836	3,028
Irvine, Joanne	123,522	1,884
Ivanov, Katrina	111,943	
Jackson, Janet	105,009	
Jackson, Lynnea	105,208	4,000
Jaffey, Marina	111,624	1,229
Jankunis, Frank	116,260	3,270
Janssen, Cynthia	105,198	
Janzen, Dean	109,781	2,887
Jaquemot, Sonja	112,434	147
Jarrett, Patricia	107,970	6,928
Jaworsky, Michelle	75,379	
Jeffery, Roz	129,561	
Johnson, Jamie	105,607	4,443
Johnson, Jason	104,806	
Johnstone, Megan	86,041	3,750
Jones, Brenda	99,068	398
Jones, Christopher	162,610	8,166
Jones, Darrell	81,491	497
Jones, Kari	91,286	1,961
Jones, Patrick	129,819	6,072
Josephson, Catherine	80,217	1,179
Kallos, Sarah-Joy	103,276	3,430
Kandur, Sahitya Yadav	108,505	
Kanga, Cyrus	79,099	34
Kay, Marilyn	106,624	
Kellman, Chris	116,138	1,085
Kemna, Angela	104,751	

TOP

Kemp, Nicole	134,846	5,228
Kemp, Timothy	113,667	1,143
Kennedy, Janet	113,024	462
Kerins, Kristine	116,670	4,570
Keyser, Shannon	113,150	720
Khalifa, Nasr	152,293	1,093
Khimji, Zahra	117,387	64
Kilburn, Nicole	117,328	5,648
Kitts, Jody	145,874	4,381
Knapp, Emma	97,252	4,000
Kobrc, Helen	117,333	5,300
Kohl, Diana	105,218	6,213
Konomoto, Elizabeth	113,593	
Kosik, Ken	138,356	2,792
Krueger, Kurt	87,694	
Ku, Tennyson	104,754	
Kumar, Mahesh	128,751	398
Lacerte, Genevieve	134,830	3,717
Lai, Raymond	112,378	
Lambert, Denelle	106,064	
Lang, David	119,775	7,750
Lang, Stephen	112,651	
Langeland, Marius	108,564	9,142
Langlois, Chelsea	100,968	522
Lanning, Robbyn	112,939	1,652
Larkin, Kara	114,166	
Larose, Patricia	112,177	3,735
Leach, Adam	97,166	
Leather, Benjamin	86,608	
Lee, John	116,670	5,934
Lee, Lawrence	113,109	630
Lemieux, Kimberly	114,534	
Lenihan, Beverley	113,303	2,800
Leonard, Lorri	108,632	178
Ley, David	116,609	6
Ley, Robin	129,181	
Li, Diana	113,067	
Li, Scott	116,791	300
Lichty, Lindsay	89,102	6,746
Lidstone, Ryan	112,899	3,268
Lieb, Christian	112,791	2,800
Lightbody, Karen	113,067	4,169
Lindsay, Maureen	112,734	720
Lindsay, Solomon	75,496	
Littlejohn, Paula	106,198	4,301
Liu, Michael	112,860	4,000
Liu, Niya	83,505	912

TOP

Lomas, Crystal	113,131	
Lonsdale, Raymond	103,991	
Love, Murray	83,990	
Lu, Ocean	116,989	
Lucato, Susan	120,914	
Lutsch, Aaron	100,600	999
Lysak, Michelle	117,216	4,920
MacDonald, Paula	77,557	
MacDonald, Shane	85,049	
MacIntosh, Laurel	82,015	493
MacKenzie, Dirk	109,200	1,954
MacPherson, Elizabeth	92,744	2,074
Maftei, Micaela	108,843	2,434
Maguire, Patrick	111,616	
Malloch, Amanda	112,473	
Mannerfeldt, Laura	76,784	576
Mao, Wendong	94,230	
Mar, Len	119,048	3,036
Marr, Cheryl	112,860	2,649
Martfeld, Alexis	112,651	
Martin, Heather	81,448	9,758
Martin, James	114,927	376
Martin, Leslie	78,089	489
Matlo, Liana	84,031	
Maurer, Adam	96,121	5,000
Mavety, Bridget	90,034	12,471
Mayes, Wayne	112,953	4,000
McAlister, Martha	114,522	7,927
McCagherty, Sarah	111,544	5,309
McConkey, Sean	100,034	959
McCreight, Laura	105,986	162
McIntosh, Ann	112,992	746
McKinnon, Graham	89,421	
McKinnon, Stephen	115,770	
McLaughlin, Kirstin	93,836	4,962
McLean, Melissa	120,013	1,009
McMillen, Brent	116,710	3,431
Meadows, Derek	106,718	5,000
Meanwell, Neil	91,004	1,073
Meek, David	115,580	8,009
Mehta, Rajesh	112,098	
Mekelburg, Brent	117,433	1,010
Meredith, William	93,488	70
Meunier, Michelle	112,767	1,465
Michaud, Francis	115,398	
Mills, Melissa	111,384	
Mitchell, Sandee	99,358	11,274

TOP

Moazzen Zadeh, Mozhgan	102,558	412
Monaghan, Holly	111,836	1,240
Montgomery, Patrick	115,087	375
Morier, Christopher	112,860	3,529
Moroney, Peter	144,220	904
Morris, Dennis	114,578	7,638
Morris, Geoffrey	108,536	3,355
Muir, David	117,433	1,684
Munro, Eleze	86,517	2,442
Murphy, Deidre	112,098	5,260
Murray, Derek	112,757	7,149
Murray, Geoff	110,739	
Myers, Morgan	96,379	2,589
Nadeau, Diane	95,644	720
Nantes, Pauline	104,522	12,117
Nash, Amber	106,893	2,844
Nash, Michael	128,789	2,500
Nelson, Edgar	113,186	110
Nelson, Joseph	78,990	
Nevado, Thuy	105,755	
Newstead, Christopher	113,067	1,110
Niemann, Janice	81,793	
Nienhuis, Thomas	102,720	
Niwa, Maureen	112,499	4,804
Nixon, Steven	109,752	3,931
Nolin, Christine	130,927	4,751
Norrie, Keri	137,384	2,338
North, Jasmine	113,067	
Oakley, Julieanne	112,159	3,382
Oickle, Mark	107,050	
Olesen, Max	92,312	
Ormiston, Todd	155,250	4,545
Ortilla, Noreen	114,932	7,475
Osias, Dwight	104,237	
Otukueku, Eguono	102,926	
Ove, Peter	113,502	3,995
Paetkau, Laura	116,949	4,000
Page, Shea	93,382	720
Panton, Douglas	113,161	4,000
Pardy, Michael	81,585	297
Parkinson, Charles	118,448	2,800
Parks, Scott	101,983	1,200
Parrish, Natasha-Faye	102,356	5,140
Paterson, Allan	114,231	358
Paul, Melissa	104,823	1,849
Pedneault, Stephanie	106,354	2,069
Peivast, Morteza	120,392	6,080

TOP

Pendergast, Dustin	106,354	314
Pennell, Edward	166,676	7,220
Pereira, Liberty-Dawn	97,999	
Perkin, Ronald	121,398	5,224
Petersen, Cristina	119,035	3,882
Peterson, Perry	112,470	
Petherbridge, Nyle	104,246	3,200
Pettem, Katherine	118,674	4,000
Pettyjohn, Dwayne	134,009	805
Pewarchuk, Dailene	104,436	4,511
Phillips, Jennifer	112,098	1,841
Phillips, Natalie	90,238	1,988
Pimlott, Godfried	113,351	
Pitman, Kelly	112,669	
Pitts, Derek	80,788	
Plant, Nannette	110,006	5,179
Plante, Wade	75,920	
Ploughman, Elizabeth	112,485	50
Pluta, Jennifer	103,302	693
Poag, Elizabeth	93,141	720
Poljak, Nina	82,522	7,514
Pollock, Michael	114,553	
Popple, Steven	112,567	6,800
Porter, Rodney	181,824	1,283
Postings, Shelaina	139,918	3,012
Pozney, Tania	106,553	7,131
Price, Mark	107,210	500
Pritchard, David	116,090	184
Prussin, Emrys	115,976	1,960
Prytherch, Sian	112,444	4,000
Psutka, Christopher	109,779	
Purdy, Alexandra	114,610	4,244
Puritch, Jeanne	116,671	2,791
Puszczalowski, Philip	100,198	
Quinless, Jacqueline	105,670	4,000
Raju, David	112,983	
Rao, Asha	114,094	
Rayson, Todd	116,955	
Read, Nicholas	133,595	3,897
Reeve, Daniel	112,514	618
Reiber, Bryan	84,158	
Reid, Alasdair	115,409	
Richman, Benjamin	80,895	
Riecken, Kai	77,481	
Riecken, Theodore	114,578	
Rigonati Silva, Tatiane	88,735	2,686
Rintoul, David	112,177	891

TOP

Rivadeneira Astudillo, Jorge	84,211	29,281
Robb, Leanne	116,974	4,402
Robbins, Lynda	112,503	
Robertson, Lisa	99,684	
Robinson, Liisa	104,627	3,960
Robson, Beverley	82,368	
Rodrigues Junior Russi, Jaime	95,581	2,433
Roe, Sarah-Jayne	124,978	4,028
Rook, Rusty	128,679	
Ross, Kristin	112,651	404
Roumanis, Melissa	88,464	2,260
Rumpel, Steven	139,145	
Rusekampunzi, Augustin	112,860	
Russell, Robert	119,430	3,119
Ryan, Emily	94,611	2,500
Sacilotto, Laura	112,869	3,220
Sandford, Hilary	115,692	3,600
Saulnier, Meagan	75,858	995
Schaerer, Saryta	156,915	1,828
Schmidt, Mercedes	119,647	5,910
Schroeder, Michael	107,678	500
Schudel, Emily	115,605	4,485
Scott, Patricia	112,465	1,309
Scott, Ramona	86,693	2,417
Scott, Stephen	117,017	9,632
Sehn, Eric	164,386	395
Sharcott, Ronald	75,470	
Shatz, Douglas	77,049	499
Sheldrake, Charlotte	109,758	5,860
Shepherd, Laura	112,523	
Sheshehgar, Saeed	95,822	
Shewaga, Silvija	111,292	7,173
Shewey, Janice	120,024	
Shirley, Judith	79,975	700
Shoaib, Abdoladel	111,945	
Shpak, Dale	90,622	
Silden, Eva	112,860	1,984
Sillem, Nikolaas	110,531	850
Smedley, Rosemary	84,973	848
Smith, Justin	87,481	500
Smith, Mavis	112,010	9,967
Smyth, James	111,674	
Solomonson, Heather	96,523	2,578
Sondheim, Amie	112,468	2,592
Sorensen, Robert	112,104	543
Southern, Dawn	139,910	606
Spearman, Richard	97,530	

TOP

Speirs, Miki	83,024	15,915
Sperling, Claudia	126,562	5,161
St Pierre, Michelle	96,484	1,058
Stask, Christopher	114,462	
Stephens, Jacqueline	94,628	
Stewart, Michael	112,827	3,499
Stone, Jennifer	166,652	6,968
Stonehouse, Kim	104,439	4,761
Stretch, Lindsay	117,551	
Stride, Richard	179,830	12,597
Strobl, Margit	94,008	2,409
Stubbs, Neil	112,451	2,723
Stull, Joshua	122,464	
Sturgill, Sean	105,267	1,530
Stuss, David	112,998	5,200
Suleman, Ariyan	89,862	5,572
Sunderland, Andree	112,884	244
Suraci, Jana	118,013	4,927
Surridge, Blair	112,860	514
Swanwick, Mark	114,578	493
Takhar, Zane	75,683	
Tamosiunas, Joel	130,081	
Tanigawa, Katie	111,642	1,483
Tavares, Cecilia	113,483	855
Taylor, Wendy	117,017	5,551
Teer, Thomas	102,283	
Telford, John	112,286	946
Ter Kuile, Julie	91,859	2,473
Terpstra, Mark	88,739	
Thomas, Martha	133,037	2,800
Thompson, Rob	87,630	693
Thomson, Daryl	77,439	2,900
Tol, Ian	161,745	500
Tomines, Jose	106,993	
Tonks, Randal	113,209	253
Towne, Scott	114,274	489
Travers, Nicholas	112,860	792
Tudor, Tara	107,916	7,127
Tuomi, Stephan	85,459	5,139
Underwood, Larry	90,998	1,600
Van Alderwegen, Anneke	112,444	331
Van de Vegte, Joyce	88,221	2,259
Van Oort, James	123,054	1,360
Van Schubert, Steven	112,444	4,000
Van Stone, Erin	92,034	180
Vaux, Darren	131,878	
Verjinschi, Bogdan	112,260	

TOP

Vernon, Anthony	112,906	1,629
Verreault, John	76,025	57
Vis, Alfred	114,316	823
Voros, Ria	101,157	
Vos, Peter	107,514	
Vreugdenhil, Philip	119,508	2,119
Wadsworth, Kerry	113,802	2,983
Waldman, Brianna	104,851	6,800
Walker, Ross	100,905	
Wannamaker, John	79,188	601
Wassermann, Brent	112,955	
Waterhouse, Kathryn	112,895	200
Weaver, Michael	114,596	3,440
Webster, Anthony	113,243	6,299
Weimer, Melody	115,505	7,581
West, Elizabeth	113,859	4,604
Wieler, Susana	112,444	146
Wiewiorowski, Jayna	88,712	230
Willbond, Mary	118,906	1,454
Williams, Cindy	88,696	500
Williams, Robert	78,831	25
Wilmshurst, Geoffrey	197,879	40,190
Wilson, Andrew	109,015	5,286
Wilson, Susan	88,985	4,821
Wilton, Bree	112,939	
Won, Stephanie	114,734	1,353
Wong, Bill	117,403	3,038
Wong, Regina	100,794	3,350
Wood Meszaros, Aileen	113,861	1,581
Woodrow, Sandra	115,148	4,818
Worrall, Richard	114,045	5,546
Wrate, Cynthia	127,728	2,800
Wrean, Patricia	90,543	
Wu, Fan	109,933	498
Yacucha, Keith	123,709	
Yakimoski, Nancy	113,312	150
Yang, John	118,889	
Yilmaz, Cuma	115,032	210
Youngson, Danielle	82,802	
Yutani, Lynelle	112,462	
Zapp, Dawn	87,728	1,011
Zehr, Lori	150,206	2,952
Zeldin, Daniel	104,873	38,422
Zhong, Muyang	85,918	310
Total over $75,000	**$ 64,495,478**	**$ 1,445,842**

TOP

Total for employees earning less than $75,000	**$ 40,870,231**	**$ 617,232**
Total All Employees	**$ 105,365,709**	**$ 2,063,074**

Severance Information:

Number of agreements	4
Number of equivalent month's gross salary	24

Prepared under the Financial Information Regulation, Schedule 1, section 6(7)

TOP

April 1 2023 - March 31 2024

Reconciliation

Total remuneration for Members of the Board of Governors	$ 593,407
Total remuneration for other employees	$ 105,365,709
Subtotal	$ 105,959,116
Total per Note 15. Expenses by object:	$ 131,282,329
Variance	(25,323,213)

Explanation of variance:

Prepared under the *Financial Information Regulation* , Schedule 1, section 6 and the *Financial Information Act* , Section 2(3)(b)(i).

Amounts disclosed in these schedules differ from total expenses disclosed in the Statement of Operations due to adjustments required in the Statement to comply with Generally Accepted Accounting Principles.

TOP

PAYMENTS TO CORPORATIONS, FIRMS AND INDIVIDUALS FOR SUPPLIES OR SERVICES RENDERED

FOR THE YEAR ENDED MARCH 31, 2024

April 1 2023 - March 31 2024

Prepared under the Financial Information Regulation, Schedule 1, section 7 and the Financial Information Act, Section 2.

Vendor	Amount
2Percent Jazz Coffee Inc	27,298
4Imprintcanada	42,020
Acklands - Grainger Inc	35,562
Acrome Usa Inc.	110,547
Aditya Bhati	117,600
Adt Security Services Canada Inc	26,810
Air Liquide Canada Inc	103,686
Amex	26,506
Apple Canada Inc	37,283
Applied Engineering Solutions Ltd.	60,432
Applied Management Centre	177,503
Applyboard	128,088
Aral Construction	175,042
Austin Insulators Inc	106,508
Aymes Medical	68,940
B&C Food Distributors	64,518
Barry-Hamel Equipment Ltd	32,630
Bartle & Gibson Co Ltd	111,674
BC Electrical Association	39,842
BC Hydro & Power Authority	942,980
BC Net	975,286
BC Pension Corp	8,723,469
BC Transit	75,477
BHD Instrumentation	28,885
Blackbaud Inc	31,832
Blackboard Canada Inc.	42,227
Brenric Construction Ltd	77,756
Bright Can-Achieve Limited	26,627
Bunzl Cleaning & Hygiene	232,373
Canadian Edge International Corp	52,205
Canadian Education Link	30,135
Canadian Linen And Uniform Service Corp.	78,208
Canam Consultants	134,093
Canem Systems	29,093
Capital Decisions Inc.	58,873
Cardinal Health Canada Inc	91,845
Cengage Canada	179,632
Charter Telecom Inc	78,548
Chetanya Career Consultants Pvt Ltd	99,271
Christine Lintott Architects Inc	83,567

TOP

Cineplex Media	28,874
Cisco Systems Capital Canada Co	169,956
Class Consulting S.C.	29,138
Coca-Cola Refreshments Canada Co.	36,840
Compugen	783,217
Convergint	44,535
Core-Mark	48,974
Corp Of The Dist Of Saanich	100,174
Corus Sales Inc.	76,025
CSA Canadian Standards Association	51,977
Cyberconiq Canada Inc.	25,648
Decoda Literacy Solutions Society	185,000
Dentsply Sirona Canada Ltd	75,445
Depend-A-Dor	26,502
Dialog BC Architecture Engineering Interior Design Plann	206,037
Diamond Athletic Medical Supplies Inc.	37,253
DM Consulting	28,000
E.S. Williams & Associates	26,266
Ebsco Canada Ltd	63,417
ECS Electrical Cable Supply	25,083
Ellucian Technologies Canada	281,722
Emond Montgomery Publications	26,945
Erb Technical Contracting Ltd.	177,992
Facebook	29,172
Fisher Scientific Company	33,374
Fortisbc - Natural Gas	517,211
Forwardvu Solutions Inc	101,074
Foundry Commercial Kitchens Inc.	63,370
Francisco Vargas Peralta	78,195
FS Strategy Inc	26,834
Garda Canada Security Corp	396,746
GE Healthcare	73,210
Geoffrey Pippus	43,796
GFL Environmental Inc	32,701
GFS British Columbia Inc	201,584
Gilda M. Torres Rojas	67,819
Global	646,189
Global Convention Services	42,871
Global Opportunities Pvt. Ltd.	39,550
Graphic Office Interiors Ltd	65,936
Greater Victoria School Board	194,890
Gregg Distributors B C Ltd.	82,925
Guard. Me International Insurance	208,778
Hakai Energy Solutions Inc	57,952
Harris & Company Llp	666,695
Harris Systems Usa Inc	41,759
Harry Cummings And Associates Inc	28,109

TOP

Heatherbrae Builders Co Ltd	1,719,885
Henry Schein Canada Inc.	140,606
Home Lumber & Building Supplies	75,743
Homewood Health Inc	73,884
Houle Electric Ltd.	636,773
Hu-Friedy Mfg. Co. Llc.	52,028
ISP Education	136,194
Infosilem Inc	37,096
Inversiones Viajes & Viajes S.A.S.	26,931
Island Temperature Controls Ltd	208,736
Itm Instruments Inc.	43,000
J.E. Anderson & Associates	40,845
Jennifer D. Montero	48,620
John Wiley & Sons Canada Ltd	98,705
John Wiley & Sons Inc. San Fran	50,085
Jones & Bartlett Learning	27,742
K-Bro Linen Systems Inc	77,936
Kelvin Ma	40,714
Kings Printer	214,055
KMS Tools	51,387
Kobalt Systems	581,884
KPMG LLP	66,129
Laerdal Medical Canada Ltd	52,084
Lamar Transit Advertising Canada	79,312
LDI Commercial Kitchen Services Ltd	33,683
Leaders International Executive Search	51,364
Leap Geebee Edtech Private Limited	26,054
Liesch Interiors Ltd	110,639
Login Canada	288,041
Luciana T. Duarte	47,419
Manulife Financial	9,316,864
Mark'S Commercial	36,419
Mcewan Cooper Kirkpatrick Llp	39,655
Mcgraw-Hill Ryerson Limited	98,934
Mecademic Inc	29,094
Memory Express Inc	43,402
Messer Canada Inc.	44,006
Microserve Business Computers	1,688,771
Minister Of Finance	2,143,220
Modern Campus	79,986
Modern Campus Usa	51,376
Moneris	100,908
Monk Office	112,539
MPS Macmillan Publishing Services	37,457
Muskoka Language International	57,733
NATG Integrated Systems	80,606
Nawaska Consulting	25,810

TOP

Nikki Sands Creatives Bgp Inc	50,264
Olympic International	38,021
Orbis Communications Inc	30,135
Oxford Travel & Education Services Regd	40,827
Oxford Univ Press	90,714
Pacific Air Filters Ltd	30,089
Pacific Institute For Sport	744,320
Passion Sports	37,427
Patterson Dental Canada Inc	312,183
Pattison Outdoor Advertising	27,351
Pearson Canada Inc.	218,610
Peped Educational & Teaching Resources	58,460
PFM Executive Search	50,346
Polaris Leadership Inc.	70,967
Postage By Phone	25,000
Powerschool Canada Ulc	32,424
Prime Engineering	34,027
Proquest Llc	49,504
Read Jones Christoffersen Ltd	131,105
Receiver General For Canada	6,149,882
RFS Canada	42,751
Ricoh Canada Inc	122,719
Robbins Parking Service Ltd	158,394
Rocky Point Engineering Ltd.	107,631
Rogers	85,259
Safecare Bc	44,660
Sage Publications Inc	65,583
Saltspring Island Literacy	29,208
Samuel Son & Co Ltd	48,480
Santa Monica Study Abroad Pvt Ltd	116,620
Scanstore	27,435
School District 62	123,339
Scho'S Line Painting Ltd	77,507
Scott Architecture	49,788
Shop3D Canada Printing Supplies Ltd	47,753
Simon Fraser University	211,782
Smcn Consulting Inc.	74,506
Snow Cap Enterprises Ltd	40,267
Softdocs Inc	103,143
Solo Suites Online Inc	37,485
Songhees Seafood And Steam Ltd	26,668
Spicers Canada Ulc	129,189
Summit Mechanical Systems	37,326
Super Save Group	165,027
Syntellis Performance Solutions Llc	49,430
Sysco Victoria	231,403
Telus Communications (Bc) Inc	56,400

TOP

The Canada Homestay Network	77,241
Thinkspace Architecture Planning Interior Design Ltd.	25,347
Thrifty Foods	27,185
Time Access Systems Inc.	51,677
TK Elevator (Canada) Ltd	27,420
Top Quality Coatings Ltd	121,624
Trane Canada	99,296
Transcat Canada Inc	25,044
Uline Canada Corp	45,855
Universal Sheet Metal Ltd	38,462
University Of Victoria	36,528
Vancouver Island University	370,720
Vancouver Island Varsteel	99,326
Vancouver Island Works Project	57,965
Victoria Conservatory Of Music	185,000
Victoria Literacy Connection	31,208
VIEC Education Canada Ltd	62,078
Virtual Marine Technology	57,568
Westburne West	73,856
Wilson'S Transportation Ltd	92,188
Worksafe Bc	239,212
Yellow Pencil Inc	30,167
Zhihui J. Wang	59,772
Zoom Video Communications Inc	48,502
Total over $25,000	**$ 51,499,637**
Total less than $25,000	**$ 6,335,434**
Grand total	**$ 57,835,071**

TOP

April 1 2023 - March 31 2024

Reconciliation

Total of aggregate payments exceeding $25,000 paid to suppliers	$	51,499,637
Consolidated total of payments of $25,000 or less paid to suppliers	$	6,335,434
Consolidated total of all grants and contributions exceeding $25,000	$	-
Subtotal	$	57,835,071
Total per Note 15. Expenses by object	$	40,464,239
Variance		17,370,832

Explanation of variance:

Prepared under the *Financial Information Regulation* , Schedule 1, section 7 and the *Financial Information Act* , Section 2.

Amounts disclosed in these schedules differ from total expenses disclosed in the Statement of Operations due to adjustments required in the Statement to comply with Generally Accepted Accounting Principles.

TOP

BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: **Monday, June 10, 2024**
TIME: **5:00 pm**
LOCATION: **Paul 216, Lansdowne Campus**
ONLINE: **Teams**

BOARD MEMBERS:	**ADMINISTRATION:**
Tanya Clarmont, Chair	John Boraas, Provost & VP Education & Innovation
Monty Bryant, Past Chair	Deborah Huelscher, VP Administration & CFO
Joanne Cumberland	Jody Kitts, Dir., Advancement & Alumni Engagement
Shane Hartman	Rodney Porter, Exec. Dir., Communications & Marketing
Logan Hudson	Jen Stone, Exec. Dir., Strategy, Planning & Transformation
Lindsay Kearns	Richard Stride, Acting VP Enrolment & Community Engagement
Ruth Mojeed Ramirez	
Jagjeet Singh	**REGRETS**: Bijan Ahmadi
Mike Stubbing	Jeremy Burgess
Lane Trotter, President	John D'Agnolo, Exec. Dir., Human Resources
Al van Akker	Brenda McBain
GUESTS: Heather del Villano, Acting Dean, School of Access	**EXECUTIVE ASSISTANT:** Heather Martin
Laura Friesen, School of Access	

I CALL TO ORDER

Tanya Clarmont, Chair, called the meeting to order at 5:00 pm. The meeting was opened with the Acknowledgement of the Territory.

II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

III BOARD MEMBER REPORTS

1. Chair's Report

Tanya Clarmont, Chair, welcomed guests April Atkins, South Island Partnership; Ian Humphries, School of Business; Susan Wilson, Trades & Technology, Larry Underwood, Trades & Technology; and Lynelle Yutani, Camosun College Faculty Association. Lane Trotter and Tanya met several times for planning and updates. On June 13 and 14, Ruth Mojeed Ramirez and Jeremy Burgess will attend the Provincial Government's 'Post-Secondary Governance' workshop in Vancouver. Monty Bryant will attend as a presenter. Thank you to the members of the Board who bring welcomes to the student awards ceremonies in May and June. It is appreciated.

- Technology and Nautical Awards, May 28, Brenda McBain.
- Trades Awards, May 29 and 30, Lindsay Kearns.

TOP

- Centre for Sport & Exercise Education Awards, June 3, Brenda McBain.
- School of Arts & Science Awards, June 18, Monty Bryant.

Tanya will speak at two of the 2024 Convocation ceremonies on June 19. Monty Bryant and Lindsay Kearns speak on behalf of the Board at the two ceremonies on June 20. Al van Akker will attend on June 20.

2. President's Report

Lane Trotter, President, attended the South Island Partnership (SIP) planning session in May. Lane acknowledged the Culinary Arts students for putting together a wonderful lunch which highlighted their skills. They looked at how they can do more with the five school districts. We had two thousand students in the SIP program at one point, and now have about one thousand. We have more than the rest of the province combined. Lane thanked the Board members who attended the various student awards ceremonies. Lane will attend the Provincial Post-Secondary Governance Workshop this week. He is moderating the session 'The Relationship of Senates/Education Councils to the Board of Governors.' The Employment Preparation and Training Program (ETP) is one of the gems of the college as it shows how we serve the entire community. He thanked Heather del Villano and Laura Friesen for the ETP presentation.

3. Foundation

Richard Stride, Acting Vice President, Enrolment & Community Engagement, noted the various student awards ceremonies provide a great opportunity to see the wonderful work being done by the Foundation with the donors.

Jody Kitts, Director, Advancement & Alumni Engagement, reported that year-to-date, we have raised $840,000. Over the last couple of weeks and the next two weeks, there will be six awards ceremonies where 348 students will receive $367,210 in awards funded by donors. On May 23 the Foundation held its Annual General Meeting. Grace van den Brink is now Chair, and Shannon Kowalko joins the Executive Committee as Fundraising Chair.

4. Education Council

Monty Bryant, Education Council Liaison, noted the minutes from the April 17, 2024, meeting were included in the agenda package. Monty went over the highlights of the May 15, 2024, meeting, which included a policy on domestic tuition for Indigenous students from USA. They had a presentation on socially responsible management strategies in some courses. They watched a video on the Enactus program. They investigated a way to formally add an Indigenous voice to Education Council. On May 10 Education Council held a full day retreat. They looked at the evolution of post-secondary education in BC, student surveys, Walls Optional, modes of learning, who we want to be, and opportunities.

5. Pacific Institute for Sport Education (PISE) (nil)

IV BOARD COMMITTEE REPORTS

1. Executive Committee

i) Report from the May 27, 2024, meeting

Tanya Clarmont, Chair, Executive Committee, noted they received a request regarding approval of the Institutional Accountability Plan and Report. They reviewed the results of the Board self-evaluation and one-on-one interviews. They plan to address the training needs and other themes such as, but not limited to, Robert's Rules of Order; in-person

attendance at meetings; and earlier receipt of information. They received the first year-over-year comparison of the self-evaluation results. There was an improvement in most categories.

The giving of the Territorial Acknowledgement will be recorded in the minutes going forward. The committee will work on Board succession planning as there are a larger than usual number of terms ending in July 2025. They reviewed the fall Board Training and Orientation agenda for all Board members on September 16. They are seeking volunteers to mentor the two new Board members.

2. Risk and Audit Committee

i) The minutes from the October 23, 2023, meetings were included in the agenda package.

ii) Lindsay Kearns, Chair, Risk and Audit Committee, gave a report on the June 3, 2024, meeting. Brenda McBain will be invited to join the Cybersecurity Sub-Committee. They received a presentation on the audited financial statements for the previous fiscal year. The auditors from KPMG shared their report from 2023/24. It was a good report with no issues of note. A recommendation was made to re-appoint the auditor.

a. Audited Financial Statements Year Ending March 31, 2024

MOTION:
THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2024, AS PRESENTED.
CARRIED

b. Reappointment of the Auditor

MOTION:
THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS REAPPOINT KPMG TO PERFORM THE AUDIT OF THE COLLEGE'S FINANCIAL STATEMENTS FOR THE REPORTING YEAR ENDING MARCH 31, 2025.
CARRIED

V APPROVAL OF THE MINUTES

The minutes of the May 6, 2024, meeting were approved as distributed.

VI NEW BUSINESS

1. Learning About Camosun: Employment Training & Preparation

Heather del Villano, Acting Dean, School of Access, and Laura Friesen, Chair, ETP, provided an overview of the Employment Training and Preparation (ETP) program. They distributed gifts from the ETP learners. The students all identify as having some type of barrier. ETP gives them a safe place to get comfortable and explore. It is classroom based with twelve to fourteen students per class. The students take part in many of the eight programs. We launch them into community work, volunteering, or further education by giving them the skills they need. We are joyful in our approach and connect with each student on an individual basis. We work with partners in the community and have work placements. We are integrating some academic upgrading. The students do a lot of work on campus. Indigenization is at the ground level with

land-based seasonal eating, harvesting, preservation, and sales on campus. Through the Foundation, a donor provided a $300K grant for the garden classroom. The Board members were invited to attend a lesson in gardening. There will be a job fair for students with diverse needs on December 4 in partnership with Career Lab. Tanya Clarmont asked Laura to pass on the Board's gratitude to the students for their gifts.

2. Institutional Accountability Plan and Report (IAPR) 2023/2024

Rodney Porter, Executive Director, Communications and Marketing, noted the IAPR is a requirement for all twenty-five post-secondary institutions in BC. It contains goals, objectives, and measures. The IAPR covers the past fiscal year. It highlights the services we provide to students. We are waiting for data from the Government to complete the report before submission to the Ministry on July 12. The Board is requested to authorize the Executive Committee to approve the submission as it will not be complete until after the final Board meeting.

MOTION:
THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE DRAFT 2023/2024 INSTITUTIONAL ACCOUNTABILITY PLAN AND REPORT AND AUTHORISE THE BOARD EXECUTIVE COMMITTEE TO APPROVE THE FINAL VERSION ONCE THE DATA IS COMPLETE.
CARRIED

2. Election of the Chair August 1, 2024 – July 31, 2025

Deborah Huelscher, VP Administration and CFO, declared the election for the Chair of the Board of Governors open and called for nominations. At the May 6 Board meeting Monty Bryant nominated Tanya Clarmont. No other nominations were put forward and Tanya Clarmont was acclaimed Chair for the period of August 1, 2024, to July 31, 2025.

VII ADJOURNMENT

The meeting was adjourned at 5:46 pm.

Tanya Clarmont, Chair **Date**

Heather Martin, Executive Assistant