BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: **Tuesday, May 19, 2020**
TIME: **6:00 pm**
ONLINE: **Teams**

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

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

GUEST: Evan Hilchey, Director, Student Affairs

REGRETS: nil

EXECUTIVE ASSISTANT: Heather Martin

I CALL TO ORDER

Laylee Rohani, Chair, called the meeting to order at 6:15 pm.

II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

III BOARD MEMBER REPORTS

1. Chair's Report

Laylee Rohani, Chair, welcomed the group with best wishes for their health and safety. The Board received several written COVID-19 updates from Sherri Bell, in addition to the CamNews. Thank you for keeping us in the loop. Sherri Bell and Laylee met several times virtually for planning.

2. President's Report

Sherri Bell, President, reported the College Executive Team (CET) meets every day at 8:30am. They are working on the budget. CET is also focused on finding ways for students who were not able to complete the winter semester, to finish their studies. They are looking at ways for small

groups, such as the dental students, to come on campus safely. Work is underway on planning for the fall semester.

The Erasing Barriers fund was created by our Foundation. To date, 1300 students have applied. We have processed $235K so far which helps just under 1000 students. The funds came from the Government and the Foundation. The work is ongoing. International student enrolment is at 635, compared to 748 at this time last year. Domestic enrolment is at 2480, and was 2820 last year. It is a drop of 15%. We do not yet know what the enrolment numbers will be.

The Government gave post-secondary institutions five very general bullets in the 'Go Forward' plan to guide the opening of the campus. They have an occupational health and safety team working on clarifying the details. We hope to receive the detailed guidelines within two weeks. It will tell us how many students can be on campus, and how much space is needed for them. It will guide us on what kind of health checks and cleaning regiments will be needed. John Boraas, VP Education, and the deans are working on fall programming. The programs that can be delivered online, will be. We will finalise ways to deliver safely the hands-on courses once we get the guidelines from Government.

3. Foundation

Monty Bryant, Foundation Liaison, noted the Governance Committee met last week and drafted their Code of Conduct. It will go to the AGM on May 28 for approval. Geoff Wilmshurst, Vice President Partnerships, noted the Foundation Finance committee meets with the Royal Bank every two weeks. The funds are in amazingly good condition, and are monitored very carefully.

4. Education Council

Bijan Ahmadi, Education Council Chair, noted the minutes from the February 19, 2020, meeting were included in the agenda package. Bijan went over the highlights of the April 15 meeting, which included the approval of the Duolingo English test.

5. Pacific Institute for Sport Excellence (PISE)

Phil Venoit, PISE Board of Directors member, noted PISE next meets on Thursday, May 21.

IV BOARD COMMITTEE REPORTS

1. Executive Committee

Laylee Rohani, Chair, Executive Committee, reported the Executive met virtually on May 11 using Teams. We made recommendations to the Board on the new 'Academic Accommodation for Students with Disabilities' policy, as well as a revision to the 'Admission' policy. They are coming up next on the agenda. We received a detailed update on the current COVID-19 situation at the College. The Executive reviewed the annual Board self-evaluation. Please make sure to fill the online survey out and return it to Heather. An Executive member will contact each of you soon to arrange a confidential one-on-one evaluation interview. We reviewed and approved the Board of Governors' schedule for 2020-2021.

i) Academic Accommodation for Students with Disabilities Policy

Heather Cummings, VP Student Experience, advised this is a stand-alone policy to articulate standards and principles to accommodate students with disabilities. We moved responsibility for the policy over to the VP Student Experience from the VP Education. The procedures are not included within the policy as they change frequently, but they will be available.

MOTION
THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE POLICY "ACADEMIC ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES".
CARRIED

ii) Admission Policy – Revision

John Boraas, VP Education, advised the policy revision is in response to the shut-down of our usual English language assessment methods for our international students, TOEFL and IELTS, due to COVID-19. Duolingo is an online testing capability that makes use of cameras and algorithms to eliminate cheating. It is still operating at present.

MOTION
THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE CHANGE TO THE ADMISSION POLICY TO INCLUDE DUOLINGO RESULTS AS PART OF THE COLLEGE'S ADMISSIONS PATHWAYS.
CARRIED

2. Finance Committee

i) The minutes from the January 27, 2020, Finance Committee meeting were included in the agenda package.

ii) Mike Stubbing, Chair, Finance Committee, gave a report on the May 19, 2020, meeting. The committee voted to recommend the budget be approved for 2020/2021 for $150,016,525 of total revenue and total expenditure resulting in a balanced budget.

V APPROVAL OF THE MINUTES

The minutes of the April 14, 2020 meeting were approved as distributed.

VI NEW BUSINESS

1. Sexual Violence & Misconduct Policy Implementation Report

Sherri Bell, President, noted she reports to the board annually pertaining to the implementation of the policy on: student engagement and consultation; prevention, communication and awareness strategies; and response. The current policy is under review, as it is required by the legislation to have a review every three years. Evan Hilchey, Director, Student Affairs, is conducting the review. The policy is currently posted on the website to collect feedback. Evan Hilchey advised the review process has involved consultation with a variety of stakeholders, such as students, faculty, and staff. They are in process of broad college wide consultation.

2. Camosun College Student Society (CCSS) Fee Levies

Deborah Huelscher, VP Administration and CFO, advised the College & Institute Act (C&IA) requires the CCSS to direct the college to collect and remit all the CCSS levies. The students approve them by referendum. They have a 2% rise based on inflation.

MOTION
THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS DIRECT ADMINISTRATION TO COLLECT THE FOLLOWING FEES FOR THE 2020-2021 ACADEMIC YEAR AND REMIT SAME TO THE CAMOSUN COLLEGE STUDENT SOCIETY:

CCSS	$12.05/month
BCFS	$2.38/month
CASA	$0.44/month
Health	$136/year
Dental	$136/year
Student Refugee Program	$0.48/month

AND
DIRECT ADMINISTRATION TO COLLECT THE FOLLOWING LEVIES TO BE COLLECTED AND DISTRIBUTED BY COLLEGE ADMINISTRATION AS PER THE EXISTING ARRANGEMENTS AND UNDERSTANDINGS:

U-Pass	$20.25/month
Childcare	$1.16/month
Athletics	$4.73/month
Recreation	$3.29/month
Building Fund	$4.26/month
Recycled Paper	$0.15/month

CARRIED

3. CCSS Audited Financial Statements – Year Ending March 31, 2019

Deborah Huelscher advised the College & Institute Act (C&IA) requires the CCSS to inform the board each year of their audited financial statements. The audit is clean, and the CCSS is in a good position. It is consistent with previous years.

4. Bargaining Update

The bargaining update was received for information.

VII ADJOURNMENT

The meeting was adjourned at 7pm.

June 8, 2020

Laylee Rohani, Chair **Date**

Heather Martin, Recorder