



CAMOSUN
COLLEGE
50 YEARS
1971-2021

BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, February 8, 2021
TIME: 5:00 pm
ONLINE: Teams

BOARD MEMBERS:

Monty Bryant, Chair
Bijan Ahmadi
Sherri Bell, President
Tanya Clarmont
Joanne Cumberland
Richard Margetts
Brenda McBain
Margie Parikh
Emily Rogers
Mike Stubbing
Fillette Umulisa
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: Ian Tol, Exec. Director, Facilities Services & Campus Development

REGRETS: Brent Palmer

EXECUTIVE ASSISTANT: Heather Martin

I CALL TO ORDER

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

II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

III BOARD MEMBER REPORTS

1. Chair's Report

Monty Bryant, Chair, noted that all the regular Board meetings are open to the public. Today we have nine guests. The guests are here as observers and do not participate in the meeting. Monty met with Sherri Bell several times virtually and in person for planning. On January 18, Monty and Sherri met the new Minister of Advanced Education and Skills Training, Anne Kang. They provided her with an orientation to the college. Brenda McBain plans to take part in Camosun's TELFIN TFE

WILNEW (TTW) program. Brenda is on the waitlist for the next intake. On January 28, Monty met virtually with eight other Board Chairs from BC Colleges to discuss topics of mutual interest. They rotate the Chair duties, and Monty will chair the meeting in March. It is helpful to hear from other institutions who are in a similar situation to Camosun College. Monty commended Camosun's Centre for Excellence in Teaching and Learning (CETL) for their work over the last year. Last March, because of COVID-19, our faculty were asked to switch to teaching virtually with little preparation time. Between last March and November, CETL helped faculty develop eleven thousand videos, compared to 1,500 videos in the entire previous year.

2. President's Report

Sherri Bell, President, reported she and Monty Bryant met with the new Minister Anne Kang. Minister Kang was very engaged, interested in the college, and she asked many questions. Sherri hosted the third college-wide virtual gathering in December. It was very well attended. Every year the college hosts 'Conversations Day' for the employees during reading week. Normally it is held face-to-face in the PISE gym and over 800 employees attend. This year it will be held online on February 16. As we are celebrating our 50th anniversary, we will have a guest host and many special guests to bring greetings. The session will be recorded and Heather will send link to the Board members afterwards.

The College Executive Team is planning forward for the fall and winter semesters. There is no clarity yet, as the timeline for everyone to get the vaccine is uncertain. We meet with the unions every two weeks. We will look at what has worked well since March, and will look at what we will keep and what we will change. The discussions will include all areas of the college including the Board of Governors. When COVID-19 restrictions began last March, we created an emergency fund for our students. The fund has reached \$300K and has benefitted over 1200 students so far. We are beginning the second round of the delivery of food hampers to our students.

We are waiting to hear from the Government about the \$150K promised for the development of the concept plan for the Film Studio. We are continuing to work on it. The Wilna Thomas building was slated for renovation in the Campus Master Plan. It is empty now, as Health & Human Services moved to the Interurban Campus. We will use capital funds to now begin the renovations. Ian Tol will attend the next Board meeting to share more information.

3. Foundation

Tanya Clarmont, Foundation Liaison, noted they will meet next on the February 25th. The March 15 Joint Board of Governors/Foundation Board meeting was cancelled, and will be rescheduled when it is possible to meet face-to-face. Geoff Wilmshurst, Vice President Partnerships, provided an update on the numbers from 2020:

- Total Number of Donations Received 2,441 up 59% over 2019
- Total Number of donors in 2020 was 744 up 32% over 2019
- The number of new donors in 2020 was 304 up 87% over 2019
- New Endowments established in 2020 was 5, up 150%
- New Annual Awards established in 2020 was 34, up 17%

The Advancement team is working on maintaining relations during the pandemic. On Giving Tuesday in 2020 we raised \$33K from 110 donors, which is 27% over 2019. The Camosun Cares hamper program is beginning the second iteration. Working with Camosun International to raise

funds, we raised \$4K for the hampers. The alumni engagement strategy for the 50th anniversary will be launched in April/May. The call for the nominations for the 2021 Promising and Distinguished Alumni Awards has gone out.

4. Education Council

Bijan Ahmadi, Education Council Chair, noted the minutes from the November 18 and December 16, 2020, meetings were included in the agenda package. In January they approved curriculum, and discussed two policies, but no new ones have been approved. Monty Bryant commended Liaison Joanne Cumberland for her thorough report on the Board to Education Council.

5. Pacific Institute for Sport Excellence (PISE)

Phil Venoit, PISE Board of Directors member, noted in December they looked at the impact of COVID-19 on PISE. The budget was doing well after the first six months, or second financial quarter. The business model has seen an enormous impact from COVID-19. They reviewed the Strategic Risk Registry at length. They will meet again later this month.

6. Finance Update

Deborah Huelscher, VP Administration & CFO, advised current forecast for March 31, 2021 is a deficit of \$6.7M. We expect \$16.5M in revenue loss and close to \$10M in expense savings. Mike Stubbing, Chair, Finance Committee, noted that the forecast revenue of \$133.5M is a reduction of 11% of the \$150M pre-COVID budget. On the expense side, personnel was budgeted at \$114M, and the forecast is for \$110M, which is a saving of \$4M or 3.6%. The non-personnel expense was budgeted at \$36M, and came in at \$30M which is saving of \$6M or 16%. The year end forecast of a \$6.7M deficit is 4.5% of the pre-COVID approved budget. Government has approved our request to run a deficit this year and the next.

IV BOARD COMMITTEE REPORTS

1. Executive Committee

Monty Bryant, Chair, Executive Committee, noted they met virtually on January 25 using Teams. They received a brief update on the film studio. Mike Stubbing and Deborah Huelscher provided an update on the current financial situation.

2. Finance Committee

- i) The minutes from the October 26, 2020, meeting were included in the agenda package.
- ii) Mike Stubbing, Chair, Finance Committee, gave a report on the February 8, 2021, meeting. The Finance Committee met immediately before this meeting. In October they looked at the Financial Management Report for the first six months of the year up to September 30, and at the COVID-19 update. The focus of today's meeting was on the Financial Management Report for the nine months to December 31. They looked at the COVID-19 impact on the results for the first three-quarters of the year, and at the forecast for the end of the year. They had a brief update on the process for next year's budget.

V APPROVAL OF THE MINUTES

The minutes of the December 7, 2020, meeting were approved as distributed.

VI NEW BUSINESS

1. Strategic Plan Goals:

i. Corner Post Four – Sustainability for the Environment & Society

Sherri Bell, President, noted that two years ago the Board received an update on the Sustainability Plan. 'Sustainability for the Environment & Society' is Corner Post Four in the College's 2016-2021 Strategic Plan.

Ian Tol, Executive Director, Facilities Services & Campus Development, provided an overview on the key accomplishments, our progress on energy and emissions, the next steps forward, and discussion on a Climate Emergency Declaration. He reviewed the accomplishments in the Sustainability Plan's four main action areas: Energy and Emissions, Waste and Recycling, Food, and Transportation. The Sustainability Plan is in its last year and will be ready for renewal right after the Strategic Plan is refreshed. A framework will be developed for the plan, including targets, metrics, and accountability.

Ian asked the Board for a motion to support the development of one at Camosun. Once made, the declaration will require an engagement plan, an action plan, and funding. Funding must be in balance as the college is in a deficit year.

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS SUPPORT THE DEVELOPMENT OF A CLIMATE EMERGENCY DECLARATION FOR CAMOSUN COLLEGE.

CARRIED

VII ADJOURNMENT

The meeting was adjourned at 6:31 pm.



Monty Bryant, Chair

March 1, 2021

Date

Heather Martin, Executive Assistant