



CAMOSUN
COLLEGE
50 YEARS
1971-2021

BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, June 14, 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
Brent Palmer
Margie Parikh
Emily Rogers
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: Sybil Harrison, Director, Learning Services

REGRETS: Fillette Umulisa

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, acknowledged with sorrow the horrific events at the residential school in Kamloops. Today there are seven guests: Chris Ayles, April Atkins, Amanda Garner, Puneet Kaur, Nancy-Ellen Maybe, Jeanne Puritch, and Michel Turcotte. Amanda and Puneet are the incoming Board students. Monty thanked Chris Ayles for his contribution, as it is his last year as President of the CCFA. If the guests have questions or comments, they are asked to email Heather Martin after the meeting. Monty Bryant will respond.

Monty met with several Board members for one-on-one interviews for the second part of the Board evaluation process for 2020-2021. Sherri and Monty met several times virtually and in person for planning. The Ministry of Advanced Education and Skills Training hosted the second Indigenous Post-Secondary Board Member Gathering on May 21. Tanya Clarmont attended virtually. An elder offered prayer and song at the beginning and end. They decided to gather more often; three times per year virtually and once per year in person. Tanya is very proud to be from a community that is welcoming and supportive, and very proud to be part of this Board.

Monty attended the second BCC Governance Training session for Presidents, Chairs and Vice Chairs on May 18. The topic was 'Relationship with the President'. The final one is on June 16 and is on 'The Board's Own Work'. Congratulations to Heather Martin. On June 3, she was elected for a two-year term as Chair of the Board of Directors of GPOP. GPOP is a national association of her peers under the CIG umbrella. This year, the Graduation Ceremonies are being held virtually for the graduates from 2020 and 2021. Monty recorded a video message to show the graduates on June 28 and 29. On June 10, Monty joined Sherri to participate in a college-wide virtual gathering. We hope to receive our two new Board appointments and current Board reappointments in the second week of July. Congratulations to Emily Rogers, who got married in May!

2. President's Report

Sherri Bell, President, congratulated Emily and welcomed the two incoming students. Post-secondary institutions have been directed by the Government to return to normal by September. We are creating a process to bring all employees back over August and September. Each school, department, and unit will create their own back-to-campus plan. Using a ThoughtExchange survey, we found that employees want flexibility, and to look at what worked during the pandemic. The students will be surveyed after June 21.

Summer course enrolment is up over 2019 and 2020. We held a college-wide virtual gathering, which was very well attended. It is one of the many ways we communicate with employees. A student, faculty, and support staff member, who have been on campus all along, told about their experience. We posted stories in CamNews about those who have been working on campus. Some people are excited, and some are nervous, so we have been developing materials and supports.

The Film Studio received \$150K from Government for the business plan. We hired a great team of consultants to work with us. We formed an Advisory Committee that includes members from the Ministry, the municipality, the film industry, and Camosun. The Advisory Committee met once, and will meet again after the first draft of the business case is complete. National Indigenous Peoples Day is next Monday. Camosun bought a canoe and it will be launched on that day. The art work on the canoe was created by Dylan Thomas, who also created the logo for Camosun's 50th anniversary. We are planning a social for the Board of Governors on September 2, and an Orientation will follow on September 9.

3. Foundation

Tanya Clarmont, Foundation Liaison, noted the AGM was held on May 27. They reviewed the audited financial statements, and everything was fine. The disbursement rate was \$700K, which

is \$50K more than last year, and is the highest approved to date. It was a challenging year but the Foundation maintained a strong return, and will be able to do more for students next year.

Geoff Wilmshurst, Vice President Partnerships, noted funds raised January to June was \$1.12 million, which is 50% higher than 2019. They are working on finalizing the Food Affair which will take place September 16 to 23. More information will follow over the summer.

4. Education Council

Bijan Ahmadi, Education Council Chair, noted the minutes from the April 21, 2021, meeting were included in the agenda package. Bijan announced with sorrow that Melody Foreman has left the college due to illness and is in palliative care. She had a huge impact on everyone around her, and will be greatly missed. On May 19, Richard Doucet joined as a representative of the student society.

5. Pacific Institute for Sport Excellence (PISE)

Phil Venoit, PISE Board of Directors member, noted they reviewed their finances, as well as the strategic risk registry. They discussed sustainability of the programs and the facility. The field will go ahead this fall, but the new overhead lighting will wait until spring to get further financial sponsorship.

IV BOARD COMMITTEE REPORTS

1. Audit Committee

- i) The minutes from the November 2, 2020, meeting were included in the agenda package.
- ii) The minutes from the May 31, 2021, meeting were included in the agenda package.
- iii) Emily Rogers, Chair, Audit Committee, gave a report on the June 7, 2021, Audit Committee meeting. The audit is substantially complete, and was done in compliance with the reporting framework directed by the Provincial Government and Section 23.1 of the Budget Transparency and Accountability Act of BC. Overall, the deficit is \$7.6, revenues were down \$14.3, and expenses were down \$6.5M. In comparison with last year's budget, there is a budgeted revenue loss of \$16.8M, a budgeted expense savings of \$9.2M, and the variance to forecast deficit is \$6.9M. The unfunded benefits increase is \$2.2M and grant deferrals is \$0.5M. KPMG provided a clean audit opinion. The threshold of materiality is \$2.5M. The audit was conducted remotely due to COVID-19, and it went smoothly. There were no control deficiencies. KPMG reviewed the 2020/21 Human Resources and Payroll Audit. They audited the systems, and provided a comprehensive narrative of maps and processes. The next step is the formation of a cross-college team to address the audit. It will be overseen by Deborah Huelscher. The committee decided to not take on another project while this one is still underway. Deborah Huelscher will prepare an RFP for the auditor for next year.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2021 AS PRESENTED.

CARRIED

2. Executive Committee

Monty Bryant, Chair, noted the Executive met virtually on June 7. Sherri Bell provided an update on the progress on the Film Studio. They received an overview of the planning for the move back

to campus. The online and one-on-one Board evaluations for 2020/21 have now been completed. We received an almost 100% completion rate. The results are very useful to the optimal operation of the Board. We use the information to inform training decisions and the Orientation, as well as the committee assignments. The results are extremely positive overall. One thing that stood out was that the members miss the social side of the in-person Board meetings. It is good for teambuilding. For the 2021/2022 year, Tanya Clarmont will be the new Liaison to PISE. Brent Palmer will be the new Liaison to the Foundation. Richard Margetts will join the Finance Committee. We expect two new members in the second week of July.

V APPROVAL OF THE MINUTES

The minutes of the May 3, 2021, meeting were approved as distributed.

VI NEW BUSINESS

1. The Pivot, the Shift and the Future (Sherri Bell)

Sherri Bell, President, noted that COVID-19 changed everything instantly last March. Teaching and services shifted largely from face-to-face to online. Some of the shifts will be continued going into the future. For the next six months, we will look at what we learned and what we will keep going forward.

i) Suddenly Online: Centre for Excellence in Teaching & Learning's Role in Camosun's COVID-19 Response (CETL)

Sybil Harrison, Director, Learning Services, said that CETL gets people the tools, resources and knowledge for what they need to do. They work with everyone from across the college. They keep up with what is current in education and bring it to the College. They support faculty development, program review and curriculum development. They leveraged investment in existing tools such as D2L, Blackboard, Kaltura, Collaborate and Ally. There have been hundreds of one-on-one and group workshops for faculty to adopt online learning tools. There have been weekly and monthly newsletters to faculty with resources, articles links, and online guides. They developed the new quality assurance framework, and kept up with open learning. Some issues are privacy, recording, working remotely, academic integrity - assessment, digital literacy and inequity. Some things on the way are student choice – Hy-flex model, hybrid flipped classroom, open resources, new assessment strategies, and articulation of quality and standards for online delivery. The core of what they do, education, is fundamentally human, and the staff are empathetic, kind and really care.

ii) Course Offerings for Fall

John Boraas, VP Education, noted there is an increase in domestic and international registration over last year and the year prior. We are planning for enough space for the students. In fall, we will include more online or blended classes. In the School of Business, there will be some duplicate offerings of online and on-campus. There will be an online pathway, with an increase in online offerings in year one and two, but there will be fewer online options as they move to fourth year. In Arts & Science, there is one pathway fully online for those who choose. In Access, the students largely prefer to be back on campus, though a few courses will be online. Trades & Technology, Health & Human Services, and Centre for Sport & Exercise Education were mainly on campus, other than some courses, since a year ago. In the fall, we will examine opportunities for blended

learning, and look at what we learned over the last year and a half. Many faculty and students want blended on-campus learning with the flexibility of online.

iii) Student Supports for Fall

Heather Cummings, VP Student Experience, noted over the next weeks we will pivot back to the in-person service model. It is relatively easy in private areas, but more difficult in open model areas. We plan to begin on August 23 and gradually increase to in-person. Students like the online access to services with some in-person. There will be a double cohort in fall with new students, and some returning who have never been on campus. There will be a greater number of international students. We will look for ways to engage them. International, Ancillary Services and Registration are looking at summer initiatives to engage and reduce anxiety for students. E-newsletters and peer online chat support are popular. CCSS is holding a vaccine social media contest. We will ask students what excites them and what makes them nervous about being on campus. We will have peer tours and drop-in coaching.

iv) Supports for Employees

Barb Severyn, Executive Director, Human resources, provided an overview on employee resources and supports throughout COVID-19 and in the future. They offered workshops on stress management, mental well-being, anxiety, depression, family communication, building resilience, and resources to supervise and work remotely. They rolled out a mental well-being community of practice for workplace leaders. They supported all employees with a Camosun Community Connects SharePoint site, and Spring Thrive week. The monthly Healthy Together newsletters held resources for mental well-being. They conducted a pulse survey in May and will do another in late fall. They are planning a CamHelps return to campus series, workshops on responding to distress, supporting employee transition to campus, and an orientation to Homewood Health resources and supports.

v) International Student Enrolment Update

Geoff Wilmshurst, VP Partnerships, reported that in new student active applications, there are 450 deposits paid, 81 offers issued, and 154 recently applied. There were 660 international students in summer, and we expect most to stay in September. The School of Business leads in numbers, followed by A&S, T&T, H&HS, Access and CSEE. It is the most diverse group ever, with the majority from India, and a large cohort of Latin American students. In 2021, we expect an increase of 60% of new students over 2019. The current prediction is 1400 to 1800 new and returning students. Registration opens in a week, and more will be known then. Unknowns include flight availability, international and national travel rules, and study permit issuance.

2. 2021/22 Government Mandate Letter

Monty Bryant advised the letter has been circulated. The briefing note includes a comparison to last year's letter.

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS ACCEPT AND APPROVE THE TERMS OF THE 2021-22 GOVERNMENT MANDATE LETTER.

CARRIED

3. Election of the Chair August 1, 2021 to July 31, 2022

Deborah Huelscher, VP Administration and CFO, declared the election open and called for nominations. Monty Bryant was nominated and seconded for the position of Board Chair. No other nominations were put forward and Monty Bryant was acclaimed Board Chair for the period of August 1, 2021 to July 31, 2022. Monty developed a confidential Board Chair evaluation that will be sent to the members after the meeting.

4. Farewell to Departing Board Members

Monty Bryant, Chair, gave a farewell to Margie Parikh, Fillette Umulisa, Lindsay JD van Gerven, and Phil Venoit as this is their last regular board meeting.

VII ADJOURNMENT

The meeting was adjourned at 6:55 pm.

Monty Bryant, Chair

Date

Heather Martin, Executive Assistant