



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, May 9, 2022
TIME: 5:00 pm
LOCATION: Paul 216, Lansdowne Campus
ONLINE: Teams

BOARD MEMBERS:

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

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

GUESTS: Evan Hilchey, Director, Student Affairs
Jen Stone, Director, Strategic Initiatives

REGRETS: Richard Margetts

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 all the regular Board meetings are open to the public. Today we are welcoming two guests on Teams: Lynelle Yutani, CCFA; and Nancy Ellen Mabey, CAL. Guests are asked if they have a question or comment to email it to Monty via Heather Martin after the meeting, and he will respond.

Monty noted that he met with Lane Trotter, President, several times for planning and updates. They discussed a number of items including Lane's objectives, which are an important part of the transitioning for a new President.

On April 25 to 27, 2022, Monty attended the annual Colleges and Institutes Canada (CICan) conference. CICan's annual conference is the largest event of its kind in Canada, and fosters connections between post-secondary institutions from across the country. It was an excellent opportunity for networking. While there, Monty met with Board Chairs and Presidents. It was a delight to attend the lunch where Camosun International's Micki Speirs won the gold Award for Excellence for non-managerial staff. Monty attended a session on sustainability which is a part of fiduciary responsibility, risk management and the strategic plan. Camosun provided a session called *Na'tsa'maht*. John Boraas joined on-line and Ruth Lyall, Rashed Al-Haque and Peter Moroney attended in person. The session was very well received and showed how well Camosun is doing.

The Board OIC appointments for next term have been received. Congratulations to Tanya Clarmont and Brent Palmer who were reappointed until July 31, 2025. Richard Margetts will finish his final term on July 31, 2022. We will say farewell and thank Richard at the June 20 Board meeting. The spring election for the Board seats is now complete. The two students who will join the Board next term are Kyle Jones and Karen Young. They have a one-year term from August 1, 2022, to July 31, 2023. We will say goodbye to Amanda Garner and Puneet Kaur on June 20th.

2. President's Report

Lane Trotter, President, thanked Heather Jones, Advancement Officer, for her support when he spoke at Harbourside Rotary on April 20.

Geoff Wilmshurst and Lane travelled to India on a recruitment trip on April 22. It was an intense week-long visit to multiple cities. We met with various partner organizations in order to bolster relations to ensure a continued stream of international students coming to study at Camosun.

During the last two years, COVID has negatively affected the college's recruitment of international students. In September 2019, the college had 1,700 international students and as of January 2022, we had 1,300. The reduction in international students also correlates to the college's deficit position over the last two years. Currently Camosun has approximately 400 students from India, 200 of whom are from Kerala.

As we move out of pandemic and toward COVID as an endemic, the college is focusing on rebuilding its international student recruitment infrastructure. India, while not our biggest market, is an important market and the purpose of the trip was to reconnect with our agents – the college does not use sub-agents – and to speak to Canadian consular officials about the post-secondary model in BC that is distinct from the models in Quebec and Ontario where the majority of consular officials come from.

- We visited with consular officials in Delhi, Mumbai and Chandigarh and met with our biggest agents in Delhi, Kochi and Chandigarh. During our meetings with consular officials, we reviewed the BC post-secondary model that is very different from the Quebec and Ontario models and answered questions about our system.
- We informed consular staff of the ten-year labour market forecast report that indicates that BC will need 1M new workers where 58% can be filled through domestic growth, 27% through immigration and the remaining 15% through alignment with international education.

- There was a recent situation with 800 students who had pre-paid their fees to attend several private colleges in Quebec, that these colleges had since declared bankruptcy, that the students may not be able to get their pre-paid tuition back and the potential damage this could have to the Canadian brand in India. We discussed how we might be able to ameliorate this situation to potentially bring some of these students to Camosun if they meet our entry requirements.
- We also heard from all of our agents that Camosun needs to develop new programs to attract students. We are waiting to receive their top ten list.
- We were also told that we need to come back to India to continue to re-establish the Camosun brand.
- The main market is South America right now.

3. Foundation

Geoff Wilmshurst, Vice President Partnerships, noted that since January, 2022, the Advancement team has raised \$2M, which is an increase of 214% over this time last year. Part of the reason was a large bequest of \$1M. Since April 11 they raised \$279K in cash, which is \$140K higher than in 2021 – an increase of 100%. The team is doing very well. The Foundation Board is looking forward to the upcoming Joint Board/Foundation Board meeting on Monday.

Monty Bryant noted at the annual joint meeting there has been a tradition of throwing down the gauntlet for a friendly fund-raising competition between the Board and the Foundation Board. The goal is to have 100% participation and has nothing to do with the amount given. The challenge will go out on Monday.

4. Education Council

Bijan Ahmadi, Education Council Chair, noted the minutes from the March 16, 2022, meeting were included in the agenda package. Bijan went over the highlights of the April 20, 2022, meeting. The spring elections were completed but resulted in only one student and no new faculty. Until the fall by-election, the departing faculty have been invited to stay on as guests. They approved the cancelation of the BEST program, so it will go to the Board soon for approval.

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

IV BOARD COMMITTEE REPORTS

1. Executive Committee

Monty Bryant, Chair, Executive Committee, noted the Executive met on April 19, 2022. Deborah Huelscher provided an overview of the ongoing work on the plan to balance the budget, which included revenue generation and costs savings and a combination of both. The Board will receive regular updates from Mike Stubbing, Chair, Finance Committee. Lane Trotter gave an update on the work being done on the development of the Strategic Plan. The Government Mandate letter for 2022/2023 was reviewed and the Executive Committee recommended approval of the terms.

The Board self-evaluation electronic survey for 2021/2022 went out on May 2. Thank you to those who responded. The Executive members will contact members this month for a one-on-one interview. We set and approved the agenda for the May 9 regular Board meeting.

2. Finance Committee

Mike Stubbing, Chair, Finance Committee, noted that because we are budgeting for a sizable deficit, we have added a standing line to the Board agenda to provide a budget update at every meeting. We will look at how we are doing compared to the budget for the current year. It is too early today for a report since we are only a month into the new year and do not have any results yet.

3. Governance Policy Review Committee

- i) The minutes from the March 15, 2022, meeting were included in the agenda package.
- ii) Monty Bryant, Chair, Governance Policy Review Committee, gave a report on the April 19, 2022, Committee meeting. The Board Conduct By-Law revision is almost complete. The committee will bring the revised policies for Board approval once they are ready.

V APPROVAL OF THE MINUTES

The minutes of the April 11, 2022, meeting were approved as distributed.

VI NEW BUSINESS

1. Sexual Violence & Misconduct Policy Implementation Report

Lane Trotter, President, noted the Sexual Violence & Misconduct Policy Implementation Report is required by Government each year. Lane thanked Evan Hilchey, Director, Student Affairs, for his work on the report. It is mandated by legislation and must be done on an annual basis.

Evan Hilchey added this annual report provides overview on key areas such as student engagement and consultation; prevention, communication and awareness strategies; and the response. The goal is to shift the culture around education on sexual violence. The Government mandated the policy in 2016, and Camosun's was approved in 2017. We are mandated to review them every three years, and the last review was in 2020. At a future date, Heather Cummings, VP Student Experience, will share more information with the Board on the quantifiable measures for the effectiveness of the implementation of the policy.

2. Camosun College Student Society (CCSS) Fee Levies

Deborah Huelscher, VP Administration & CFO, noted the College and Institute Act has an annual requirement that the Student Society make a request to the Board to direct the college administration to collect student fees on their behalf. The administration remits some back to the Student Society, and some elsewhere, as indicated.

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS DIRECT ADMINISTRATION TO COLLECT THE FOLLOWING FEES FOR THE 2022/2023 ACADEMIC YEAR AND REMIT SAME TO THE CAMOSUN COLLEGE STUDENT SOCIETY:

CCSS	\$12.63/month
BCFS	\$2.48/month
CASA	\$0.46/month
Health	\$143/year
Dental	\$143/year
Student Refugee Program	\$0.50/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	\$1.21/month
Athletics	\$4.95/month
Recreation	\$3.45/month
Building Fund	\$4.47/month
Recycled Paper	\$0.15/month

CARRIED

3. CCSS Audited Financial Statements - Year Ending March 31, 2021

Deborah Huelscher noted it is a requirement that the Student Society inform the Board that their financial statements have been audited. They received a clean audit opinion and are in strong financial health.

4. Strategic Plan Development Update

Jen Stone, Director, Strategic Initiatives, shared an overview of the work being done on the development of the new Strategic Plan.

Completed and Upcoming Engagements

- Janice Simcoe presented update to IAC on May 3. Invited members to participate and provide input into strategic plan development.
- Employee World Café and Open House will run on May 25 and 26
 - May 25 1:00-3:30 at Lansdowne Library 151
 - May 26 9:30-12:00 at Interurban Helmut Huber
- Focus groups planned for May and June.
- Student and Employee thought exchanges have both concluded with 155 participants in the student exchange and nearly 320 participants in the employee exchange.
- Three Qualtrics surveys to external donors, alumni and cop-op employers has also concluded with over 580 responses. ProSit is running another survey this week with clients and partners.
- Focus groups are being planned for May/June. Climate Action is scheduled for May 18. Jen is collaborating with C4 (the college's Sustainability Committee) and the manager of Sustainability on this. She is collaborating with Ruth Lyall on a focus group for Indigenization. She is collaborating with Rodney Porter on a focus group to check in on our mission, vision, and external slogan. She would like to hold a focus group session with the Board in June.

Communications:

- CamNews update scheduled for May 10.
- Student workers created student focused engagement content and TikTok video to encourage student patriation in strategic planning

Major Themes Emerging on the Student Exchange are:

1. Adding more online and flexible program offerings (extended hours too)
2. Adding Student Housing, Food options and on-campus activities
3. Two term registration and easier registration processes
4. Challenges arising from cost of living, tuition, and expenses

Major Themes Emerging on the Employee Exchange are: (320 participants)

1. Climate Action and Sustainability
 - a. In administration
 - b. In education
2. Indigenization, TRC and UNDRIP
3. JEDI
4. Organizational Environment
 - a. Talent attraction and retention
 - b. People and culture
 - c. processes
5. Teaching, Learning and Program Development
 - a. Desire for flexible learning options
 - b. Desire for extended/ additional campus service hours and course hours.
6. Services for Students
7. Student Life on Campus
 - a. Student Housing
 - b. A more vibrant life on campus

5. Government Mandate Letter 2022/2023

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 2022/23 GOVERNMENT MANDATE LETTER.
CARRIED**

VII ADJOURNMENT

The meeting was adjourned at 6:08 pm.

Monty Bryant, Chair

Date

Heather Martin, Executive Assistant