



## BOARD OF GOVERNORS

### REGULAR MEETING MINUTES

**MEETING:** Monday, June 20, 2022  
**TIME:** 5:00 pm  
**LOCATION:** LACC 321, Interurban Campus  
**ONLINE:** Teams

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**BOARD MEMBERS:**

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

**ADMINISTRATION:**

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

**GUESTS:**

Sybil Harrison, Past Director, Learning Services  
Jen Stone, Director, Strategic Initiatives

**EXECUTIVE ASSISTANT:** Heather Martin

**REGRETS:**

Heather Cummings, VP Student Experience  
Brent Palmer  
Richard Margetts

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**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 one guest on Teams: April Atkins from SIP. If guests have a question or comment they are asked to email it to Monty via Heather Martin after the meeting, and he will respond.

President Lane Trotter and Monty met several times for planning and updates. Monty thanked everyone who participated in the Joint Board/Foundation Board in May, as it is a very important relationship for the college.

Advanced Education Minister Anne Kang toured the Interurban Campus on June 3. Thank you to Mike Stubbing for attending and representing the Board. The college held six student awards ceremonies in the first week of June. Thank you to Joanne Cumberland, Brenda McBain, Mike Stubbing and Lindsay Kearns for representing the Board there. Monty acknowledged the Vice Chair Tanya Clarmont for stepping in as Acting Chair while he was away earlier in June. Tanya brought a welcome from the Board to the College Town Hall on June 8. Tanya represented the Board at four of the six Convocation ceremonies. Monty thanked Mike Stubbing who brought the Board welcome to two of the Convocation ceremonies.

Monty hoped to attend the National Indigenous Peoples Day Event at Royal Roads on June 21, but was not able to go as he is in quarantine. Monty will attend the CICan Leadership Institute in Whistler in late June to give a seminar on the President/Board Chair relationship. The institute is for vice presidents and others who wish to become college presidents.

## **2. President's Report**

Lane Trotter, President, thanked the faculty and staff who were involved in the five student awards ceremonies that took place from June 6 to June 10. Lane acknowledged the excellent work of the Foundation for the awards. It makes all the difference to students who are in need of funds. Last week on June 14, 15, and 16, the college held six Convocation ceremonies. Lane thanked Tanya Clarmont and Mike Stubbing for representing the Board there. Convocation is a time to celebrate students and their families, who came from as far as Mumbai to see their children cross the stage. Lane thanked Rodney Porter and his team for all they did to make the three days so special. Lane thanked all the faculty, staff, and administrators who were there to support the students. On June 8 we held a Town Hall for all employees, and it went very well. Dr. Réka Gustafson, Public Health and Wellness and Deputy Provincial Health Officer, provided an update. Tomorrow is National Indigenous Peoples Day. Camosun will have two canoes competing at Royal Roads to celebrate. Lane acknowledged Camosun's Todd Ormiston and student Richard Doucet.

## **3. Foundation**

Geoff Wilmshurst, Vice President Partnerships, noted Tom Hawker, Foundation Board Treasurer for the last 20 years, has retired from the Foundation Board. Tom was largely responsible for about \$20M in endowments, so we owe him a huge debt of gratitude. Russ Lazaruk, who is one of Camosun's past Board Chairs, is the new Treasurer. Russ chaired his first Finance Committee meeting earlier today. Advancement raised \$2M in 2022, which is double over last year at this time. In June five student awards ceremonies were held. Awards were given to 250 students, \$200K was distributed, and 75 donors attended.

## **4. Education Council**

Bijan Ahmadi, Education Council Chair, noted the minutes from the April 20, 2022, meeting were included in the agenda package. Bijan went over the highlights of the May 18, 2022, meeting, where they approved the revisions to the Educational Approvals policy.

## **5. Pacific Institute for Sport Excellence (PISE)**

Puneet Kaur, PISE Board of Directors member, noted they met May on 17. They reviewed the budget and financial actuals for 2021-2022. They completed the financial decision for the LED field light project. They confirmed the dates for the remaining meetings in 2022.

## **IV BOARD COMMITTEE REPORTS**

### **1. Audit Committee**

- i) The minutes from the October 25, 2021, meeting were included in the agenda package.
- ii) Tanya Clarmont, Chair, Audit Committee, gave a report on the June 6, 2022, Audit Committee meeting. They reviewed the financial statements presented by the auditors. There were no concerns nor adjustments. The Audit Committee recommends they be approved as presented. They also recommend the reappointment of the auditors. The agreement with the auditors is for five years, but they must be reappointed every year.

#### **a. Audited Financial Statements for the Year Ending March 31, 2022**

##### **MOTION:**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2022, AS PRESENTED.**

**CARRIED**

#### **b. Reappointment of the Auditor**

##### **MOTION**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS REAPPOINT KMPG TO PERFORM THE AUDIT OF THE COLLEGE'S FINANCIAL STATEMENTS FOR THE REPORTING YEAR ENDING MARCH 31, 2023.**

**CARRIED**

### **2. Executive Committee**

Monty Bryant, Chair, Executive Committee, noted the Executive met on June 6, 2022. Monty thanked Tanya Clarmont for Chairing the meeting in his absence. They received an overview and provided feedback on the draft Institutional Accountability Plan & Report for 2021-2022. Executive looked at a revision to the Copyright Policy, and at request to cancel the BEST program. Deborah Huelscher provided an overview of the ongoing efforts to balance the budget. Lane Trotter gave an update on the progress on the development of the Strategic Plan. They set and approved the agenda for the June 20 Board meetings.

#### **i) E-3.4 Copyright Policy**

Monty Bryant asked for questions regarding the request to approve the change in the approval body for the Copyright Policy from the College Executive Team (CET) to the Board of Governors. The policy has been updated to be in alignment with Federal copyright legislation. Lane Trotter acknowledged Sybil Harrison, retired Director of Learning Services, for her work on the policy and for attending to answer questions.

##### **MOTION**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE CHANGE OF THE APPROVAL BODY FOR THE POLICY 'E-3.4 COPYRIGHT' FROM THE COLLEGE EXECUTIVE TEAM TO THE BOARD OF GOVERNORS.**

**CARRIED**

**ii) BEST Program Cancellation**

John Boraas, VP Education, is requesting Board approval for the cancellation of the 'Building Employment Success Tomorrow' (BEST) program. It will be replaced by the 'Education and Career Planning' program. Education Council has approved the cancellation.

**MOTION**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE CANCELLATION OF THE BUILDING EMPLOYMENT SUCCESS TOMORROW PROGRAM (BEST).**

**CARRIED**

**iii) Board Evaluation Results Summary**

Tanya Clarmont, Vice Chair, noted the Board self-evaluation and one-on-one interview results for 2021/2022 have come in. The results help us build the Orientation in the fall; the training provided over the year; and the committee assignments. We received many thoughtful, excellent suggestions and comments. The membership rated the Board as mainly excellent under the categories of timing and length; conduct; and information access. There were questions about the Board mandate, so we will look into that further. Onboarding was an area we will work on, especially in the area of Governance. Members need understanding of their role at the table, regardless of where they come from in the community. We will look at promoting the mentor program which is particularly important for our student members. The hybrid meeting model was well liked. We will look at time for open dialogue. We appreciate the responses greatly as they will help us to continually improve our Board. There was a lot of positive feedback on last year's social gathering. Members would like to see more spaces at the college, such as today's tour of Camosun Innovates, and the tour of Culinary Arts planned for September.

**3. Finance Committee**

Mike Stubbing, Chair, Finance Committee, gave a high-level overview of the work on balancing the budget. On page 20 of the Board package, under the audited financial statements, the deficit from 2022 shows as \$4.6M against the budgeted deficit of \$4.2M. The deficit was \$398K more than budget, which is excellent, as it was expected to be higher. Mike congratulated Deborah Huelscher and her team, and all the staff and faculty for their work. We are expecting a large deficit for 2022-23, so will report back to the Board regularly on progress. We are still in the first quarter, so there are no results to report yet, but are optimistic that we will do well. International student recruitment is going well.

**V APPROVAL OF THE MINUTES**

The minutes of the May 9, 2022, meeting were approved as distributed.

**VI NEW BUSINESS**

**1. Strategic Plan Development**

Jen Stone, Director, Strategic Initiatives, gave an update on the progress of the development of the new Strategic Plan.

Online Engagements are complete.

- Student and Employee ThoughtExchanges, approximately 500 combined responses.
- Short surveys sent to external Donors, Alumni, Co-op & Careers employers and ProSIT clients, concluding with nearly 600 responses.

#### In-Person Engagements

- Student engagement in Fisher building with social media campaign
- SLC engagement activity
- Two employee strategic planning open houses

Jen Stone and Rashed Al-Haque will meet with the Board of Governors on June 29 for a workshop. They will update the mission, vision, values this fall. There may be some shifts.

The top six themes were grouped by calls to action based on what the college values. The bottom three are how we do things. They will create the goals and objectives under each theme.

#### Strategic Priority Themes

1. Climate Action and Sustainability
2. Indigenization and TRC Calls to Action
3. Justice, Equity, Diversity & Inclusion
4. Creating Signature Learning Experiences
5. Doing Good Work Together: ~~SW~~ENENITEL
6. Being Responsive to Community Needs

Over the next couple of months, they will work on the first draft and write the goals and objectives. A final draft will go to the Board in the fall for approval. Implementation will be in January 2023.

#### **2. Institutional Accountability Plan & Report 2021-22**

Rodney Porter, Executive Director, Communications and Marketing, reported that every year, each of the 25 public post-secondary institutions in B.C. are required to submit Institutional Accountability Plans and Reports to the Ministry of Advanced Education and Skills Training. The report includes the college's goals, objectives and performance measure results preceded by contextual information to showcase the service we are providing to students, and communities. An accompanying Camosun Fast Facts brochure is produced. There is some missing data and ministry gives it to us, and we will include it once it comes. The report covers April 1, 2021, to March 31, 2022.

#### Issues:

Student enrolment has decreased overall due to COVID, CE being paused for a ProSIT restart, except Indigenous.

#### Highlights:

Focus on three areas:

1. Navigating the pandemic
2. 50<sup>th</sup> anniversary of Camosun and 30<sup>th</sup> of Eye?Sqa'lewen
3. Ensuring student success

Corner Post #1: The Student Experience: gold medal for men's volleyball and bronze for women. HHS collected donations for Ukraine, Pat Jones gets award for apprenticeship education, 170 former youth in care have tuition / fees waived, therapy dogs back on campus.

Corner Post #2: Supporting People in an Engaged Community: new Indigenous canoe, hosted the LG, film studio plans continue, international study and work opportunities for Indigenous and low-income students, refugee students from Kenya.

Corner Post #3: Creativity & Innovation: Colour-coded vaccine trays for children's doses, foam trays for pre-drawn vaccine doses, student creativity content to mark the 50<sup>th</sup>.

Corner Post #4: Sustainability for the Environment & Society: strategic plan renewal, Electric Vehicle technology and service program pilot.

The report will be submitted to Government on July 15. They will provide feedback, and the final version will go to the Board in the fall.

**MOTION**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE DRAFT 2021-2022 INSTITUTIONAL ACCOUNTABILITY PLAN AND REPORT AND AUTHORISE THE BOARD EXECUTIVE COMMITTEE TO APPROVE THE FINAL VERSION ONCE THE DATA IS COMPLETE.**

**CARRIED**

**3. Election of the Chair August 1, 2022, to July 31, 2023**

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, 2022, to July 31, 2023.

**4. Farewell to Departing Board Members**

Monty Bryant noted that members Amanda Garner, Puneet Kaur and Richard Margetts finish their terms on the Board on July 31, 2022, and this is their last regular meeting. Richard is away, but Monty thanked him especially for his work on the Finance Committee. He thanked Puneet for her reports from PISE, and for her dedication. He thanked Amanda for her excellent questions and comments, and her work on the student appeal.

**VII ADJOURNMENT**

The meeting was adjourned at 5:56 pm.

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**Monty Bryant, Chair**

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**Date**

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**Heather Martin, Executive Assistant**