



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, November 6, 2023
TIME: 5:00 pm
LOCATION: Paul 216, Lansdowne Campus
ONLINE: Teams

BOARD MEMBERS:

Tanya Clarmont, Chair
Bijan Ahmadi
Monty Bryant, Past Chair
Joanne Cumberland
Logan Hudson
Lindsay Kearns
Brenda McBain
Ruth Mojeed Ramirez
Jagjeet Singh
Mike Stubbing
Lane Trotter, President
Al van Akker

ADMINISTRATION:

John Boraas, Provost & VP Education & Innovation
Heather Cummings, VP Student Experience
John D'Agnolo, Exec. Dir., Human Resources
Deborah Huelscher, VP Administration & CFO
Rodney Porter, Exec. Dir., Communications & Marketing
Jen Stone, Exec. Dir., Strategy, Planning & Transformation
Geoff Wilmshurst, VP Partnerships

GUESTS:

Scott Harris, Registrar
Natasha-Faye Parrish, CETL

EXECUTIVE ASSISTANT: Heather Martin

REGRETS: nil

I CALL TO ORDER

Tanya Clarmont, Chair, called the meeting to order at 5:00 pm.

II APPROVAL OF THE AGENDA

The agenda was approved. The Coast Salish presentation was moved up to Section III.

III BOARD MEMBER REPORTS**1. Chair's Report**

Tanya Clarmont, Chair, noted the guests on Teams included: Lynelle Yutani, CCFA; and Elva Gutierrez, CCSS. Lane Trotter, President, and Tanya met several times for planning and updates. Tanya thanked past Chair Monty Bryant for his continued mentorship. Tanya noted one of the original Board Chairs, Curtis Purden, passed away in September. He served as Board Chair in 1981 and 1982. The past Chairs and Presidents will be honored at a dinner on November 29.

Tanya attended the 32nd Annual Welcome Feast on September 21 at the Songhees Welcome Centre. It was great to meet the staff and students. She highlighted that BCNET; with the support of the Ministry of Post-Secondary Education and Future Skills, hosted a half-day event on Cybersecurity Risk Management in Vancouver on October 5. Mike Stubbing and Lindsay Kearns, Vice Chair, attended on behalf of the Board. Lindsay reported it was interesting to learn about the Board of Governors' responsibilities. Many of the recommendations are already being implemented at Camosun.

Lindsay Kearns represented the Board at the School of Access Student Awards ceremony on October 13. Tanya attended the Province's fourth 'Post-Secondary Indigenous Board Member Gathering' on October 16 at the Musqueam Cultural Pavilion in Vancouver. It is the second time they gathered in person. They received clear messaging on shared decision making with local communities. Lindsay Kearns welcomed the celebrants at the Employee Dedicated Service ceremony on November 2.

2. President's Report

Lane Trotter, President, attended a Government announcement on October 30 where the Honourable Jenna Sudds, Minister of Families, Children and Social Development, and the Honourable Grace Lore, British Columbia's Minister of State for Child Care, announced increased support for early childhood educators across British Columbia. The event took place in Camosun's Alex and Jo Campbell Centre for Health and Wellness building.

On October 30, Lane attended the Camosun College Student Society's Board meet and greet which was held in the Sherri Bell Hall. On November 1 he participated with the public Post-Secondary Presidents who were called together by the Ministry to talk about the situation in the middle East. It was made clear that any threats of violence will not be tolerated. On November 2, Lane attended the Traditional Pit Cook which took place at the Interurban campus. Later that day he participated in the Employee Dedicated Service Event, which celebrated employees who have achieved employment milestones of 20, 25, 30, 35, 40, and 45 years of service.

3. Foundation

Geoff Wilmshurst, Vice President Partnerships, noted the Foundation Board is very active. The revenue level is at \$2.6M, which has not changed recently. It normally begins to gain momentum closer to year-end. November 28 is Giving Tuesday when gifts will be matched by the Student Society. On November 24 the Advancement team will collaborate with the Hospitality Management students to raise funds for Erasing Barriers. A new Advancement Officer was hired and will begin on December 4. The next Foundation Board meeting is on November 30. The Board of Governors challenged the Foundation Board to make a donation by December 4. The Board with the highest number of members donating will win.

4. Education Council

Monty Bryant, Education Council Liaison, noted the minutes from the June 21 and September 20, 2023, meetings were included in the agenda package. Education Council met on 18 October and welcomed four new members as guests whose terms start in November: student representatives Ivy Bell and Navreet Singh Sidhu, and faculty representatives Alexis Martfeld and Isabel Grondin. They approved a much-anticipated major revision to the Environmental Technology Diploma including new courses and associated cancellations, as well as some revisions in Math Access.

The Education Council policy discussion strategy stages are included in their orientation:

- i. Knowledge – meaning of the words;
- ii. Comprehension – what does it mean;
- iii. Application – how is policy applied;
- iv. Analysis – benefits of the policy;
- v. Synthesis – application, what problems will be solved with the policy; and
- vi. Evaluation – should policy be approved.

5. Pacific Institute for Sport Education (PISE)

Brenda McBain, PISE Board of Directors, noted they met on September 21, 2023. Lindsay Kearns attended as the past-liaison. Alex Nelson, who was a soccer player and a residential school survivor, attended to speak and answer questions. He brought his suitcase from the school. The summer camps brought in over \$200K in revenue. Approximately 45 children had their programming fully funded. The cover photo on the Victoria Foundation Vital Signs report is from a PISE summer camp.

Brenda McBain attended the September 23 ceremony to honour Skip and Linda Dick at the Songhees Longhouse. Skip Dick has contributed to the college for the past 50 years, which is as long as it has been in existence. Brenda attended the Orange Shirt Day at Lansdowne Campus on September 30. Dr. Barney Williams was the guest speaker at the Orange Shirt Day event.

IV BOARD COMMITTEE REPORTS

1. Audit Committee

- i) The minutes from the June 5, 2023, meeting were included in the agenda package.
- ii) Lindsay Kearns, Chair, Audit Committee, gave a report on the October 23, 2023, Audit Committee meeting. They recommended approval of the new Cybersecurity sub-Committee Terms of Reference and the revisions to the Audit Committee Terms of Reference.

a. Cybersecurity Sub-Committee

Lindsay Kearns noted the Board Executive Committee proposed the establishment of a Cybersecurity Sub-Committee of the Audit Committee. The role of the sub-committee will be to focus on the oversight of cybersecurity, including holding management accountable, ensuring the Board has regular updates, that they understand the risks, and that the Board has adequate training. The Auditor General of BC sets expectations. There will be four appointed members: Chair Lindsay Kearns, Mike Stubbing, Tanya Clarmont, and Monty Bryant. The President will be an ex-officio member. The Chief Information Officer and the VP Administration & CFO will be resource members.

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE NEW 'CYBERSECURITY SUB-COMMITTEE TERMS OF REFERENCE'.

CARRIED

b. Audit Committee Terms of Reference

Lindsay Kearns advised the committee proposed a name change for the Audit Committee that will include the word 'risk' to reflect one of their most important roles. The proposed new title is 'Risk and Audit Committee'. The Board Chair has been added to the membership list.

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE NAME CHANGE FOR THE 'AUDIT COMMITTEE' TO THE 'RISK AND AUDIT COMMITTEE', AND CHANGE THE TERMS OF REFERENCE TO INCLUDE THE ADDITION OF THE BOARD CHAIR TO THE MEMBERSHIP.

CARRIED

2. Executive Committee

i. G-2.6 Asset Naming Policy

Geoff Wilmshurst, VP Partnerships, noted the purpose of this policy is to set out the parameters to govern the naming of assets in recognition of financial or philanthropic contributions from individuals, businesses, organizations, and others. The policy will also articulate Camosun College's values and principles for naming assets to honour and acknowledge individuals and entities who have significantly contributed to the College community or the wider community through their accomplishments, leadership, and vision. There are two supporting documents. One is procedural and the second is the Terms of Reference for the committee responsible for naming assets. The policy has gone through the College's policy development process, has been vetted by the College's legal team, and was posted online for everyone to provide feedback.

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE NEW 'G-2.6 ASSET NAMING' POLICY, AND RESCIND SECTION 'B. 2 NAMING OF FACILITIES AND SPACES' IN POLICY 'G-2.3 CORPORATE RELATIONS'.

CARRIED

ii. Board Award for Innovation and Community Partnerships – Terms of Reference

Lane Trotter noted the Board approved the winner of the 2024 award at the previous meeting. The Board Executive Committee reviewed the renaming of the award to reflect the discussion at the last Board meeting. They are proposing a new title and clarification of the language in the Terms of Reference.

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO THE TERMS OF REFERENCE FOR THE 'BOARD OF GOVERNORS AWARD FOR INNOVATION AND PARTNERSHIP - YEAR', CHANGING THE TITLE TO 'BOARD OF GOVERNORS AWARD FOR INNOVATIVE COLLEGE PARTNERSHIPS - YEAR'.

CARRIED

3. Finance Committee

- i) The minutes from the September 5, 2023, meeting were included in the agenda package.
- ii) Mike Stubbing, Chair, reported they met October 30, and reviewed the second quarter financial results which cover the first six months from April 1 to September 30, 2023. The second quarter's results offer us the ability to project forward to the end of the year because we know the fall enrolment numbers and can use them as a predictor for the rest of the year. We are in good shape financially for the first half of the year. The budgeted deficit was \$7.9M and the actual was \$2.6M, which is significantly reduced. It is largely due to timing. We predict a surplus of \$600K at year-end. During the years of COVID the college depleted the surplus of \$12M. Going forward we will balance the restoration of the reserves with reinvestment in the College.

Later this month the schools will receive their budget templates for the next fiscal year. In early January the budgets will be rolled up for review by the College Executive. The proposed budget for 2024/2025 will go to the Board Finance Committee on April 2, 2024. The whole Board is invited to hear the detail level and ask questions. The budget goes to the Board for formal approval on April 8, 2024. We are working with the Government on student housing and will report back when there is an update.

V APPROVAL OF THE MINUTES

The minutes of the September 18, 2023, inaugural and regular meetings were approved as distributed.

VI NEW BUSINESS

1. FTE Enrolment Report 2022/2023

Scott Harris, Registrar, noted the report in the agenda package is from the past academic year which ended on August 31, 2023. The headcount is the number of people and Full-Time Equivalent (FTE) is the Government's formula for 100% workload. The headcount is up over last year due to growth in international enrolment. If students take a break and return within 12 months, they are counted as continuing. If they take a break of over 12 months, they are counted as a returning student. Retention rate numbers compare year-over-year. Some students only plan to study at the College for a term or take a one-year program. One in five, or 20% of students are international. Approximately half of the students are enrolled full-time, and half are part-time. The average age is 23 years old. Program enrolment numbers are not always accurate as students move between programs. The course registration numbers show a complete picture on a year-over-year basis. Full-Time Equivalent numbers are declining over time which is a Province-wide trend for domestic students.

2. Indigenization at the Board Table

Natasha-Faye Parrish, CETL, provided a presentation on Coast Salish Culture and Society which featured some of the many defining features of their society. The Coast Salish territories expand across Canada and the USA around Vancouver, Seattle, and Vancouver Island. The two main cities are Vancouver and Seattle. We try to be as specific as possible when speaking about the specific nations.

Coast Salish defining features include:

- The Coast Salish 'Seasonal Round' depicts the activities taking place in the seasons. This season is winds and falling leaves and putting your paddles away. The Seasonal Round is a way of thinking about what we are doing in the season.
- CAMAS is a food source. The bulbs are for eating and they were a huge trading factor in the territory.
- Clam Gardens. Five to seven types of clams were harvested. Walls were built up on the seashore.
- Reef Net Fishing. The main river is Goldstream, and the type of fish was dogfish salmon. Most fishing was in the open ocean. Two large canoes had a net between them. Eel grass was tied to nets to camouflage them. Permanent anchor stones can be seen throughout the gulf islands.
- Coast Salish weaving. This comes from the old practice of blanket making and goes back to old times. The Salish woolly dog was bred by women, and it was a women's economy. The dogs were shorn twice a year, and the fur was made into blankets.
- Coast Salish House Posts. There were many different styles. They decorate the house and help it to stand upright.

3. Strategic Plan Update

Jen Stone, Executive Director, Strategy, Planning, and Transformation, noted her team is collecting progress measure updates from across the college. There are 70 measures. A lot of the measures and action items represent collaborative activities. Large groups of experts designed the progress measures. They are testing them and making some adjustments. They are working on the template for the report that goes to the Board in early February. There will be a formal report every February that will have the update on progress measures and action items for the past year.

4. Mentimeter Results

Jen Stone presented the results from the September 7 survey of what the Board wants to achieve and learn this year. The Board Executive identified three emerging themes.

- Developing further understanding about departments and their interconnections and relationships.
- Developing further understanding of Strategic Enrolment Management, both domestic and international strategies.
- Establishing a Board with equipped with key skills and good practices

Clarification was gathered on the first bullet which included:

- The creation of the paddles by many people from start to finish. How did we use all the skills across the community to get there?
- The breakdown of silos and barriers, open communication between the groups.
- Different departments do different programs: How does Access fit in? Is there a hierarchy or is it auxiliary?
- The different schools have their own annual plans - how do they tie into the Strategic Plan?
- The Board hears from Deans and Directors. It would be nice to invite Financial Aid as all those working with students are interconnected.

To support the Board's ongoing commitment to learning, a line will be added under New Business 'Learning About Camosun' to address the topics raised.

VII ADJOURNMENT

The meeting was adjourned at 6:33 pm.

Tanya Clarmont, Chair

Date

Heather Martin, Executive Assistant