



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, March 4, 2024
TIME: 5:00 pm
LOCATION: Paul 216, Lansdowne Campus
ONLINE: Teams

BOARD MEMBERS:

Tanya Clarmont, Chair
Monty Bryant, Past Chair
Jeremy Burgess
Joanne Cumberland
Shane Hartman
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
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
Richard Stride, Acting VP Enrolment & Community Engagement

GUESTS:

Ian Humphries, Acting Dean, School of Business & CSEE
Tehmina Khwaja, Director, Equity, Diversity, and Inclusion
Ted Pennell, CIO

EXECUTIVE ASSISTANT: Heather Martin

REGRETS:

Bijan Ahmadi
Jody Kitts, Dir., Adv. & Alumni Engagement

I CALL TO ORDER

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

II OATH OF OFFICE

1. Shane Hartman.

III INTRODUCTION

John Boraas, Provost and VP Education & Innovation, introduced Tehmina Khwaja, the new Director of Equity, Diversity, and Inclusion.

IV APPROVAL OF THE AGENDA

The agenda was approved as distributed.

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

Tanya Clarmont, Chair, noted all the regular Board meetings are open to the public. Today we welcomed guests: April Atkins, SIP; Clifton Dildy, ITS; Shane Johnson, CUPE; and Lynelle Yutani, CCFA. Lane Trotter and Tanya met several times for planning and updates. The new Minister of

Post-Secondary Education & Future Skills, Lisa Beare, visited the Interurban Campus today. Lindsay Kearns was there to represent the Board. Tanya has an introductory meeting on March 8 with the new Minister.

The Board of Governors 'Award for Innovative College Partnerships – 2024' is coming up on Wednesday. The award will be presented to Josai International University. The Board and Education Council Spring 2024 election for representation is coming up. The nomination period is from March 7 to 20, and voting is from April 8 to 10. There are two student seats available on the Board with a term of August 1, 2024, to July 31, 2025.

2. President's Report

Lane Trotter, President, took part in the college's annual Conversations Day event on February 23. This year's theme was "Complexity" and included a panel discussion moderated by Nicola Priestley, Director of Camosun's South Island Partnership. It took place at PISE, Wilna Thomas and online. The panel members were:

- Dallas Gislason, Executive Director, Community Economies, South Island Prosperity Partnership
- Ron Rice, Executive Director, Victoria Native Friendship Center
- Jonathon Dyck, Director of Marketing, Communications and Community Engagement, Victoria Foundation
- Shelly D'Mello, CEO, Intercultural Association of Greater Victoria

On February 28 and 29 Lane attended the BC Colleges Council of Presidents meeting in Victoria. In addition to the regular meeting, the group had dinner with the new President of CIGan, Pari Johnston, followed by a reception with MLA's. On February 29 Lane met with the Pari at the Interurban campus. On March 4th the new Minister of Post-Secondary Education & Future Skills, Lisa Beare, visited our Interurban Campus and met with Lane, Lindsay Kearns, Rodney Porter, and Eric Sehn, Dean of School of Trades and Technology. The Minister also met with Student Society representatives and toured several of our trades programs classes.

3. Foundation

Richard Stride, Acting VP, Enrolment & Community Engagement, noted that KPMG concluded their audit the week of February 12. Revenue year to date in 2024 is \$333,605, which is up 109% over 2023 and almost 300% over 2022. On February 22, Jeety Bhalla spoke to the CPABC group at their annual Lunar New Year Dinner which benefits accounting students at Camosun. On February 25, Grace Van den Brink joined Alyson Dahl and Jody Kitts at the annual Canadian Federation of University Women (CFUW) tea celebrating the student recipients at Camosun, UVic & Royal Roads. In 2023 there were 22 Camosun student recipients. Three were able to attend the tea. On March 9, the Chargers Alumni & Friends brunch will take place prior to the bronze medal game at the CCAA Men's Volleyball Nationals. The Foundation Board will hold a planning meeting on Thursday, March 7, 2024.

4. Education Council

Monty Bryant, Education Council Liaison, provided the highlights of the February 21, 2024, meeting. In addition to some minor changes in curriculum there were some major changes in Nursing which will be included in the minutes when they go forward to the Board.

5. Pacific Institute for Sport Education (PISE)

Brenda McBain, PISE Board of Directors, noted they met on January 22. PISE was underspent in this quarter, and donation revenue was \$50K over budget. The Canadian Sport Institute (CSI) is

leaving PISE in the third quarter of the budget year, so revenue will be reduced. The proposed budget for next year is break-even with some fee increases. The Family Festival will take place on May 4 this year. The Pacific FC soccer team had training camp at PISE. PISE hosted a soccer team from Mexico.

VI BOARD COMMITTEE REPORTS

1. Cybersecurity Sub-Committee

Lindsay Kearns, Chair, Cybersecurity Sub-Committee, gave a report on the February 26, 2024, meeting. We reviewed the draft Cybersecurity Incident Response Plan (CIRP). It needs fine tuning, but we are confident we are on the right track, and that we are addressing the issues. The development was funded through BCNET to work with KPMG to create the first draft. We need to make sure it fits the needs of Camosun. The Board will receive a one-hour training session.

2. Executive Committee

Tanya Clarmont, Chair, Executive Committee, noted they met on February 20. We looked at the new Web Properties Management Policy. We received an update on the Phase 2 response plan to the Truth and Reconciliation Calls to Action. 'Governing in the Public Interest', April 26, is open to four appointed Board members. The '2024 Post-Secondary Governance Workshop' takes place on June 13-14 and is open to Board and Administration. Monty Bryant will attend the annual CICan Connection Conference which takes place April 28 to May 1, in Calgary.

i. 0-1.6 Web Properties Management Policy

Ted Pennell, CIO, noted the Web Properties Management Policy replaces the Web Management Policy, which was developed in 2005. The intent of the policy is to establish consistent standards of quality, management conditions and conditions of use for the website and other related web and digital properties. Consultation and feedback was incorporated from the College Executive Team, the Senior Leadership Council, and the public. The primary audience is defined as the students. The Web Properties Management responsibilities have three levels: the Web Governance Group; the Web Management and Operations Steering Committee; and the Operations and Delivery Group. The next review will be in five years.

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE NEW '0-1.6 WEB PROPERTIES MANAGEMENT' POLICY AND RESCIND '0-1.6 WEB MANAGEMENT' POLICY, WHICH IT REPLACES, IN ORDER TO ESTABLISH CONSISTENT STANDARDS OF QUALITY, MANAGEMENT CONDITIONS AND CONDITIONS OF USE FOR THE COLLEGE WEBSITE AND OTHER RELATED WEB AND DIGITAL PROPERTIES.

CARRIED

ii. Immigration, Refugees, and Citizenship Canada (IRCC) Cap on International Students

Lane Trotter, President, noted that on Thursday the Ministry of Post-Secondary Education and Future Skills gave us our Provincial Attestation Letter allocation. Immigration, Refugees and Citizenship Canada (IRCC) will not accept a study permit application without an accompanying Provincial Attestation Letter. Camosun College will be able to issue up to 1,643 Provincial Attestation Letters between Jan. 22, 2024, and Jan. 21, 2025, to prospective international students.

VII APPROVAL OF THE MINUTES

The minutes of the February 5, 2024, meeting were approved as distributed.

VIII NEW BUSINESS

1. Truth and Reconciliation Response - Update

Ian Humphries, Acting Dean, School of Business and CSEE, provided an update on the college's Phase Two response plan to the Truth and Reconciliation (TRC) Calls to Action. The work builds on the Phase 1 response. Camosun had been working for 30 years on Indigenization prior to the TRC Calls to Action. There are twenty-three actions in Phase two which are in the agenda package. They are based on our four corner-post model of Indigenization.

- Curriculum Development & Delivery
- Services to Students
- Employee Education
- Policy & Planning

The foundation is complete in some areas; but not all as the work is ongoing. Ian provided updates on the work underway in the following areas, and will bring more to the Board in the future:

- Three Hiring Process Actions – recruitment and selection.
- Indigenous Language-Learning Opportunities – for employees, held four two-hour sessions.
- TELFIN TFE WILNEW (TTW) – over six hundred people have taken the program.
- Revitalization of the Camas fields at Lansdowne – a plan is under development.
- Sweat lodge sites – working with local Nations on and off-campus.
- Carving tent – will have carver in residence for house posts.
- Authentic Indigenous voices icon – Library, Indigenizing citations guide.

The Indigenization and Reconciliation Task Force includes thirty people from across the college. Ian meets them every six weeks to get feedback and to measure progress which he takes to the College Executive Team for discussion. He reports out to the Indigenous Advisory Council.

IX ADJOURNMENT

The meeting was adjourned at 6:45 pm.

Tanya Clarmont, Chair

Date

Heather Martin, Executive Assistant