



## BOARD OF GOVERNORS

### REGULAR MEETING AGENDA

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

---

**BOARD MEMBERS:**

Tanya Clarmont, Chair  
Bijan Ahmadi  
Monty Bryant, Past Chair  
Jeremy Burgess  
Joanne Cumberland  
Shane Hartman  
Sean Leyland  
Lindsay Kearns, Vice Chair  
Brenda McBain  
Ruth Mojeed Ramirez  
Prince Solanki  
Mike Stubbing, Treasurer  
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  
Jody Kitts, Director, Advancement and Alumni Engagement  
Rodney Porter, Exec. Dir., Communications & Marketing  
Jen Stone, Exec. Dir., Strategy, Planning & Transformation  
Richard Stride, Acting VP Enrolment & Community Engagement

**GUEST:** Scott Harris, Registrar

**REGRETS:** nil

**EXECUTIVE ASSISTANT:** Heather Martin

---

Camosun College respectfully acknowledges that our campuses are situated on the territories of the Ləkʷəŋən (Songhees and Kosapsum) and WSÁNEĆ peoples. We honour their knowledge and welcome to all students who seek education here.

	I, A, D	Page
<b>I. CALL TO ORDER</b>		
<b>II. APPROVAL OF THE AGENDA</b>		
<b>III. BOARD MEMBER REPORTS</b>		
1. Chair's Report [5 min] (Tanya Clarmont)	I	no attachment
2. President's Report [5 min] (Lane Trotter)	I	attachment 4
3. Foundation [5 min] (Jody Kitts/Joanne Cumberland/Richard Stride)	I	no attachment
4. Education Council [5 min] (Bijan Ahmadi/Monty Bryant)		
i) Minutes of the June 12, 2024, meeting	I	attachment 5
ii) Minutes of the September 18, 2024 meeting	I	attachment 11
5. Pacific Institute for Sport Education [5 min] (Jeremy Burgess)	I	no attachment

**IV. BOARD COMMITTEE REPORTS**

1. Cybersecurity Sub-Committee [5 min] (Lindsay Kearns)

i) Report from the September 23, 2024, meeting I no attachment

ii) Report from the October 22, 2024 meeting I no attachment

2. Executive Committee [5 min] (Tanya Clarmont)

i) Report from the October 22, 2024, meeting I no attachment

3. Finance Committee [5 min] (Mike Stubbing)

i) Minutes from the September 5, 2024, meeting I attachment 14

ii) Report from the October 28, 2024, meeting I no attachment

a. Student Housing Project Governance Body [5 min] (Mike Stubbing) D no attachment

**V. APPROVAL OF THE MINUTES**

Minutes of the September 23, 2024, meeting [2 min] (Tanya Clarmont) I attachment 16

**VI. NEW BUSINESS**

1. Enrolment Report for 2023/24 [15 min] (Scott Harris, Richard Stride) I attachment 21

**VII. ADJOURNMENT**

I Information

A Advice

D Requires a decision. See Page 3 for the proposed motion. attachment 3



**BOARD OF GOVERNORS  
Regular Meeting**

**MOTION**

**Monday, November 4, 2024**

**IV BOARD COMMITTEE REPORTS**

**3. Finance Committee**

**ii) Student Housing Project Governance Body**

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THAT THE 'STUDENT HOUSING CAPITAL PROJECT STEERING COMMITTEE' WILL REPORT TO THE BOARD OF GOVERNORS THROUGH THE BOARD FINANCE COMMITTEE.



## Board of Governors

**SUBMITTED BY:** Lane Trotter, President

**DATE:** November 4, 2024

**TOPIC:** President's Report: September 24 – November 4, 2024

---

**Note: A verbal report will be provided for events from October 23<sup>rd</sup> through November 4<sup>th</sup>, due to the publishing timeline of the Board meeting package.**

### **1. Meetings with External Community**

On October 2<sup>nd</sup> I participated in an on-line meeting hosted by our Ministry to discuss campus safety in the province.

### **2. Special Events**

On September 26<sup>th</sup> I had the privilege of participating in the Orange Shirt Day ceremony at our Lansdowne campus. As always, this was a moving and impactful event.

### **3. United Way Campaign**

As Campaign Chair for the Southern Vancouver United Way Campaign, I have attended multiple events in our community in addition to issuing a post-secondary challenge to the Presidents of the University of Victoria and Royal Roads University.



# APPROVED Minutes

## SPECIAL MEETING

Wednesday, June 12, 2024

4:00 - 4:10 pm

P216, LACC 321, MS Teams

### Present

#### Voting Members

- |  |                                  |
|--|----------------------------------|
| 1. Alexis Martfeld, Faculty            | 9. Michael Yiu, Faculty          |
| 2. Andrea Kucherawy, Support Staff     | 10. Nicholas Read, Faculty       |
| 3. Bijan Ahmadi, Faculty               | 11. Scott Harris, Administration |
| 4. Blair Fisher, Faculty               | 12. Tia Primrose, Support Staff  |
| 5. Derek Murray, Faculty               | 13. Student (Vacant)             |
| 6. Heather del Villano, Administration | 14. Student (Vacant)             |
| 7. John Boraas, Administration         | 15. Student (Vacant)             |
| 8. Mark Fournier, Faculty              |                                  |

#### Non-Voting Members

- |                                  |                                    |
|----------------------------------|------------------------------------|
| Chris Avis, Interim CC Chair     | Lane Trotter, President            |
| Monty Bryant, Board of Governors | TBA, Indigenization Representative |

Guests: N/A

Regrets/Absent: Steven Rumpel, Lois Fernyhough, Courtney Neidig, Isabel Grondin, Purav Yashpal

ITEM	PRESENTER
<p><b>A. CALL TO ORDER AND DECLARATION OF QUORUM</b></p> <p>The regular meeting was called to order at 4:00 pm. Quorum was reached.</p>	Chris Avis
<p><b>B. ACKNOWLEDGEMENT OF COAST SALISH TERRITORY</b></p> <p><i>Camosun College campuses are located on the traditional territories of the Lkwungen and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. &lt;<a href="http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html">http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html</a>&gt;</i></p>	Chris Avis
<p><b>C. REVIEW OF THE ELECTION PROCESS</b></p>	

ITEM	PRESENTER
<p><b>D. ELECTION OF THE 2024/2025 CHAIR</b></p> <p>Motion to open nominations (Mark Fournier / Derek Murray)  Nominations from the floor: Bijan Ahmadi / Andrea Kucherawy (declined)  Motion to close nominations (Mark Fournier / Derek Murray)  Bijan Ahmadi is acclaimed as Chair</p>	Chris Avis
<p><b>E. ELECTION OF THE 2024/2025 VICE-CHAIR</b></p> <p>Motion to open nominations (Scott Harris / Tia Primrose)  Nominations from the floor: Andrea Kucherawy  Motion to close nominations (Scott Harris / Tia Primrose)  Andrea Kucherawy is acclaimed as Vice - Chair</p>	Chris Avis
<p><b>F. ADJOURNMENT</b></p> <p>The meeting adjourned at 4:10 pm.</p>	Chris Avis



# APPROVED Minutes

## REGULAR MEETING

Wednesday, June 12, 2024

4:00 - 6:00 pm

P216, LACC 321, MS Teams

### Present

#### Voting Members

- |   |  |
|---|--|
| 1. Alexis Martfeld, Faculty                     | 7. Heather Del Villano, Administration |
| 2. Andrea Kucherawy, Support Staff (Vice-Chair) | 8. Isabel Grondin, Faculty             |
| 3. Bijan Ahmadi, Faculty (Chair)                | 9. John Boraas, Administration         |
| 4. Blair Fisher, Faculty                        | 10. Mark Fournier, Faculty             |
| 5. Derek Murray, Faculty                        | 11. Nicholas Read, Faculty             |
| 6. Edgar Nelson, Faculty                        | 12. Tia Primrose, Support Staff        |

#### Non-Voting Members

- |                                      |                                 |
|--------------------------------------|---------------------------------|
| Christopher Avis, Interim ICC Chair  | Lane Trotter, President         |
| Dr. Monty Bryant, Board of Governors | TBA, Indigenization Coordinator |

**Guests:** Sybil Harrison, Associate VP Education & Innovation; Peter Moroney, Education Policy & Planning; Richard Doucet, Eyē? Sqā'lewen; Cuma Yilmaz, T&T Faculty

**Regrets/Absent:** Steven Rumpel, Lois Fernyhough, Ivy Bell, Navreet Singh Sidhu, Ritika

ITEM	PRESENTER
<p><b>A. CALL TO ORDER AND DECLARATION OF QUORUM</b></p> <p>The regular meeting was called to order at 4:10 pm. Quorum was reached.</p>	<b>Bijan Ahmadi</b>
<p><b>B. ACKNOWLEDGEMENT OF COAST SALISH TERRITORY</b></p> <p><i>Camosun College campuses are located on the traditional territories of the Lək'wəḡən and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. &lt;<a href="http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html">http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html</a>&gt;</i></p>	<b>Bijan Ahmadi</b>
<p><b>C. CHECK-IN</b></p> <p>Bijan welcomed the Council and guests to the meeting and provided members an opportunity to share any School, unit, or personal updates that they had.</p>	<b>Bijan Ahmadi</b>
<p><b>D. ACCEPTANCE OF AGENDA</b></p>	<b>Bijan Ahmadi</b>

ITEM	PRESENTER
The agenda for <a href="#">June 12, 2024</a> was approved by unanimous consent.	
<b>E. MINUTES FOR APPROVAL</b>	<b>Bijan Ahmadi</b>
The minutes for the <a href="#">May 15, 2024</a> meeting were approved by unanimous consent.	
<b>F. REPORTS</b>	
<b>1. Education Council Chair</b>	<b>Bijan Ahmadi</b>
Bijan thanked members who attended the Special Election and thanked Chris for running the meeting (Bijan Ahmadi acclaimed as Chair, Andrea Kucherawy acclaimed as Vice-Chair). He recognized and thanked the five members of the Council whose terms are coming to an end (Ryan Russell, Ed Nelson – faculty; Ivy Bell, Navreet Singh Sidhu, Ritika – students).	
<b>2. Provost and VP Education and Innovation</b>	<b>John Boraas</b>
John acknowledged this time of the year that highlight the accomplishments of the College and the students we serve, noting the celebrations of student awards season and graduation. He thanked everyone who serves the students and the aims of the College, and to share that pride and appreciation with their colleagues.	
<b>3. Board Member</b>	<b>Dr. Monty Bryant</b>
Monty reported that the audited financial statements for year ending March 31 were presented to the Board with a \$1.1 million surplus. KPMG report indicated no audit findings. Laura Friesen and Heather Del Villano provided a presentation on the <a href="#">Employment Training and Preparation</a> program. The Institutional Accountability Plan and report was presented by Rodney Porter. The Board approved this, subject to approval by the executive committee once the information comes back from the Ministry. Tanya Clarmont was re-elected as Board Chair until 2025.	
<b>G. COMMITTEE REPORTS</b>	
<b>Education Council Policy and Standards Committee</b>	<b>Peter Moroney</b>
Pete reported that the committee met on June 3. The Academic Accommodations Concessions Policy was discussed, looking at splitting out the human rights accommodations from regular concessions. What has emerged is that while we have a robust framework in place for academic accommodations for persons with disabilities, we don't have that for other human rights accommodations that we are obligated to fulfill. Strategies were discussed around how to deal with this, with continued conversations to be had.	
Following the discussions had at EdCo regarding the Education Council bylaws, the proposed changes were reviewed and discussed. This included a report by Bijan from the Academic Governance Council meetings he attended. There are two items that P&S is settled on and that EdCo will likely support, in addition to the one	



ITEM	PRESENTER
outstanding item of adding an Indigenous voice to EdCo. This will be covered during the consult later on.	
<b>H. INTEGRATED CURRICULUM COMMITTEE REPORT</b>	<b>Christopher Avis</b>
<b>Regular Curriculum for Approval</b>	
Whereas: The Integrated Curriculum Committee has reviewed and had consensus to recommend full approval of the following curriculum:	
HHS: COMMUNITY FAMILY CHILD STUDIES	
<a href="#">HLTH 110</a>	
<b>Motion:</b>	
That Education Council approves changes to the curriculum as submitted:	
<b>Moved by: Andrea Kucherawy</b>	
<b>Seconded by: Heather del Villano</b>	
<b>Motion Carried</b>	
<b>I. PRESENTATION – STUDENT EXPERIENCE SURVEY FINDINGS</b>	<b>Sybil Harrison</b>
Sybil presented on the <a href="#">Student Experience Survey Findings</a> from 2024, highlighting the feedback students provided about their experience in classes and courses. This year’s survey theme asked questions about demographics, learning skills and other outside factors that impact the student’s ability to have a successful learning experience. There were 1,934 participants/20% participation rate. She’s hopeful that the College can review and identify areas to respond to, and to connect back to the students who responded to the survey. Council members provided feedback regarding considerations for future student surveys.	
<b>J. EDUCATION COUNCIL BYLAWS – CONSULT</b>	<b>Bijan Ahmadi Peter Moroney</b>
Bijan provided an update on the discussions about the Education Council Bylaws and the changes being considered (Potential role of Education Council Coordinator (strike in sec. 4 – Permanent Secretary and insert, Education Council Coordinator); Pete’s role - he’s a member of two EdCo sub-committees (P&S/ICC) thus sufficient to maintain him as a non-voting member). These will be brought forward later.	
He shared what he brought forth to Policy & Standards regarding the addition of an Indigenous Voice/Representative voting member, and how we could move it forward. He attended the Academic Governance Council meeting last month, where he provided insight on how other institutions are adding membership to their councils. The advice he received was, “Who are we to say what to do?” We need to step away from the current, move back to the edge, and recognize that to provide effective and valuable Indigenous voice, we should draw from the Indigenous community and ask them how best to do that. By doing that, it’s not just educational leadership asking Todd what to do but drawing it back to a larger community. We need to engage more Indigenous voices within this process. Bijan	

ITEM	PRESENTER
<p>has asked Todd for guidance to find the community or group that can help this decision to move forward. He is committed to engaging with a broader Indigenous community to ask what the best process looks like from their perspective, and to bring that back to Policy &amp; Standards and ultimately EdCo. To ensure the work that we do moving forward represents not our belief of what is right, but something that is drawn from the community that we're trying to represent. He sought Council's support in taking these next steps.</p> <p>Members were encouraged to attend an upcoming P&amp;S Committee meeting in the fall where this is on the agenda for continued discussion.</p>	
<p><b>K. MOTION FOR APPROVAL</b></p>	<p><b>Peter Moroney</b></p>
<p><b>Motion:</b> To add Johanna Hurtubise as a panelist to the Education Council Academic Appeals Panel:</p> <p style="text-align: right;"><b>Moved by: Bijan Ahmadi</b> <b>Seconded by: Nicholas Read</b> <b>Motion Carried</b></p>	
<p><b>L. ADJOURNMENT</b></p>	<p><b>Bijan Ahmadi</b></p>
<p>The meeting adjourned at 5:38 pm.</p>	



# APPROVED Minutes

## REGULAR MEETING

Wednesday, Sept 18, 2024

4:00 - 6:00 pm

P216, LACC 321, MS Teams

### Present

#### Voting Members

- |   |                                   |
|---|-----------------------------------|
| 1. Alexis Martfeld, Faculty                     | 9. John Boraas, Administration    |
| 2. Andrea Kucherawy, Support Staff (Vice-Chair) | 10. Lois Fernyhough, Faculty      |
| 3. Bijan Ahmadi, Faculty (Chair)                | 11. Mark Fournier, Faculty        |
| 4. Blair Fisher, Faculty                        | 12. Michael Liu, Faculty          |
| 5. Courtney Neidig, Faculty                     | 13. Scott Harris, Administration  |
| 6. Derek Murray, Faculty                        | 14. Steven Rumpel, Administration |
| 7. Heather del Villano, Administration          | 15. Tia Primrose, Support Staff   |
| 8. Isabel Grondin, Faculty                      |                                   |

#### Non-Voting Members

- |                                     |                                 |
|-------------------------------------|---------------------------------|
| Christopher Avis, Interim ICC Chair | TBA, Indigenization Coordinator |
|-------------------------------------|---------------------------------|

**Guests:** Peter Moroney, Education Policy & Planning; Rob Thompson, Ombudsperson; Cuma Yilmaz, T&T Faculty

**Regrets/Absent:** Lane Trotter, Monty Bryant, Nicholas Read, Purav Yashpal

ITEM	PRESENTER
<p><b>A. CALL TO ORDER AND DECLARATION OF QUORUM</b></p> <p>The regular meeting was called to order at 4:02 pm. Quorum was reached.</p>	Bijan Ahmadi
<p><b>B. ACKNOWLEDGEMENT OF COAST SALISH TERRITORY</b></p> <p><i>Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. &lt;<a href="http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html">http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html</a>&gt;</i></p>	Bijan Ahmadi
<p><b>C. CHECK-IN</b></p> <p>Bijan welcomed the Council, new members, and guests to the meeting. Breakout groups were set up for members to introduce themselves and share with their group about what has excited them recently.</p>	Bijan Ahmadi

ITEM	PRESENTER
<p><b>D. ACCEPTANCE OF AGENDA</b></p> <p>The agenda for <a href="#">Sept 18, 2024</a> was approved by unanimous consent.</p>	<b>Bijan Ahmadi</b>
<p><b>E. MINUTES FOR APPROVAL</b></p> <p>The minutes for the <a href="#">June 12, 2024</a> Special Election and Regular meetings were approved by unanimous consent.</p>	<b>Bijan Ahmadi</b>
<b>F. REPORTS</b>	
<p><b>1. Education Council Chair</b></p> <p>Bijan recognized Rob Thompson (Ombudsperson) as a guest and thanked him for his interest in Council. He acknowledged Peter Moroney as a guest and reminded members that there were no concerns around a revision to the bylaws to correct an errata around the placement of the Director of Education Policy and Planning as a non-voting council member. This is recognized in the EdCo Members’ Guidebook, as well as the revision of the Permanent Secretary to the Education Council Coordinator role.</p> <p>Bijan reminded Council of the upcoming by-election. Nominations are open for the three remaining student positions that are available. He encouraged members to advise students who may be interested.</p>	<b>Bijan Ahmadi</b>
<p><b>2. Provost and VP Education and Innovation</b></p> <p>John welcomed everyone to another semester of the good work that we all do. He reported that the first meeting of the Artificial Intelligence Task Force is next week, with a good cross section of faculty, staff, administration, and students. This includes Bijan in his role as Education Council Chair. The purpose of the task force is to guide the number of projects and the work that needs to occur so that we’re well prepared for seeing both the student use of AI and how we use it operationally at the college in an ethical and good way. Council will be updated on the task force progress.</p> <p>In recognition of John’s upcoming retirement, Mark Fournier expressed his appreciation for John’s many years of service to the College, to Education Council, and for his support, guidance, wisdom, and leadership.</p>	<b>John Boraas</b>
<p><b>3. Board Member</b></p> <p>Bijan reported that the Board had their welcome meeting on September 16 and had the opportunity to meet the new member and discuss meeting operations. A short video on Robert’s Rules was shown and the link to that video will be provided to EdCo members.</p>	<b>Bijan Ahmadi (for Monty Bryant)</b>
<b>G. COMMITTEE REPORTS</b>	

ITEM	PRESENTER
<p><b>Education Council Policy and Standards Committee</b></p> <p>Pete reported that the committee’s first meeting will be on September 27. The Education Council bylaws will be coming back again, and several other policy items are still being worked on. He extended an invitation to Council for anyone to attend any of the meetings as a guest. He reviewed the committee’s membership list and noted that they are seeking new members and that those interested can initiate by first attending as a guest.</p>	Peter Moroney
<p><b>H. INTEGRATED CURRICULUM COMMITTEE REPORT</b></p>	Christopher Avis
<p>Chris expressed his thanks to John for all his work regarding the Education Approvals process and the addition of Curriculog. He extended his appreciation to John and Connie Klassen for the introduction of the Faculty Curriculum Leads. Chris invited members who are either involved in bringing curriculum through the Ed Approvals process or are simply curious about the committee’s workings to attend a meeting as guests.</p> <p>He informed Council curriculum that there was no regular curriculum for approval and provided an overview of the curriculum that is currently under review.</p>	
<p><b>I. NEW EDUCATION COUNCIL MEMBERS’ WELCOME/ORIENTATION</b></p>	Bijan Ahmadi
<p>Bijan provided a welcome orientation for new and current members. He offered new members to reach out to him for further guidance and/or to be connected with another member for support.</p> <p>The 2024-2025 EdCo Members’ Guidebook and Welcome Orientation slide deck are posted on the <a href="#">EdCo SharePoint</a>.</p> <p>Bijan encouraged all Council members to read the Guidebook and reach out to him with any questions, points, or concerns.</p>	
<p><b>J. ADJOURNMENT</b></p>	Bijan Ahmadi
<p>The meeting adjourned at 5:20 pm.</p>	



## BOARD OF GOVERNORS

### FINANCE COMMITTEE MINUTES

**MEETING:** Thursday, September 5, 2024  
**TIME:** 4:00 pm  
**LOCATION:** Paul 216, Lansdowne Campus  
**ONLINE:** Teams

---

**BOARD MEMBERS:**

Mike Stubbing, Chair  
 Monty Bryant  
 Tanya Clarmont  
 Brenda McBain  
 Lane Trotter, President (ex officio)

**RESOURCES:**

Deborah Huelscher, VP Administration & CFO

**REGRETS:** Al van Akker

**EXECUTIVE ASSISTANT:** Heather Martin

---

The meeting was opened with the Acknowledgement of the Territory.

**I CALL TO ORDER**

Finance Committee Chair Mike Stubbing called the meeting to order at 4:00 pm.

**II APPROVAL OF AGENDA**

The agenda was approved as presented.

**III MINUTES OF PREVIOUS MEETING**

The minutes of the April 2, 2024, meeting were approved as distributed.

**IV NEW BUSINESS**

**1. Financial Management Report for the Three Months to June 30, 2024**

Deborah Huelscher, VP Administration & CFO, provided a summary level update on the financial results for the first quarter of the fiscal year, and the forecast to March 31, 2025. The College's first quarter forecast and financial results have been reported to the Ministry of Post-Secondary Education & Future Skills. At June 30th we are reporting a deficit balance of (\$1,349,682) against a budgeted deficit of (\$2,620,617). The consolidated positive net budget variance of \$1,270,935 is a result of increased revenue offset by higher than budgeted expenses of \$438,143. The first quarter annual forecast to March 31, 2025, shows a surplus of \$1,632,475.

Fall enrolments will not be confirmed until quarter two but it was noted that domestic enrolment had increased by 7%. The Finance Committee acknowledged Scott Harris, Registrar; and Rodney Porter, Communications and Marketing, for their outstanding work on Strategic Enrolment Management which is credited for the uptick in domestic numbers.

**2. 2023/2024 Financial Information Act Report**

Deborah Huelscher noted we must submit the Financial Information Act Report in accordance with the Public Bodies Information Act of BC and the Financial Information Act. The report provides a statement of remuneration and expenses for the Board, lists employees whose remuneration is over \$75K, including expenses, and payments to corporations or suppliers over \$25K.

**MOTION:**

**THAT THE FINANCE COMMITTEE RECOMMENDS THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE 2023/2024 FINANCIAL INFORMATION ACT REPORT AND AUTHORIZE ITS SUBMISSION TO THE MINISTER OF FINANCE AND THE MINISTER OF POST-SECONDARY EDUCATION AND FUTURE SKILLS.**

**CARRIED**

**3. Student Housing Update**

Deborah Huelscher noted that we received approval for the \$154.7M student housing project. We are working with a tight timeline. The RFP has gone out for the project manager and it will be complete by the end of September. The project team is working closely with the Ministry to ensure appropriate governance structure and process is in place. We will provide an update in quarter two.

**V ADJOURNMENT**

The meeting was adjourned at 5:00 pm.



## BOARD OF GOVERNORS

### REGULAR MEETING MINUTES

**MEETING:** Monday, September 23, 2024  
**TIME:** immediately following the inaugural meeting  
**LOCATION:** Paul 216, Lansdowne Campus  
**ONLINE:** Teams

---

#### BOARD MEMBERS:

Tanya Clarmont, Chair  
 Bijan Ahmadi  
 Jeremy Burgess  
 Sean Leyland  
 Lindsay Kearns  
 Brenda McBain  
 Prince Solanki  
 Mike Stubbing  
 Lane Trotter, President  
 Al van Akker

#### ADMINISTRATION:

John D'Agnolo, Exec. Dir., Human Resources  
 Deborah Huelscher, VP Administration & CFO  
 Jody Kitts, Dir., Advancement & Alumni Engagement  
 Rodney Porter, Exec. Dir., Communications & Marketing  
 Jen Stone, Exec. Dir., Strategy, Planning & Transformation  
 Richard Stride, Acting VP Enrolment & Community Engagement

**REGRETS:** John Boraas, Provost & VP Education & Innovation  
 Monty Bryant, Past Chair  
 Joanne Cumberland  
 Shane Hartman  
 Ruth Mojeed Ramirez

**EXECUTIVE ASSISTANT:** Heather Martin

---

#### I CALL TO ORDER

Tanya Clarmont, Chair, called the meeting to order at 5:17 pm.

#### II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

#### III BOARD MEMBER REPORTS

##### 1. Chair's Report

Tanya Clarmont, Chair, noted all the regular Board meetings are open to the public. Guests are asked to join by Teams. Today we welcomed guests April Atkins, South Island Partnership; Shane Johnson, CUPE; and Lynelle Yutani, CCFA. Lane Trotter and Tanya met several times for planning and updates. On July 16, the College received an announcement from the Ministry on student housing. Lindsay Kearns, Vice Chair, attended on behalf of the Board. Lindsay Kearns noted that it was a joyful event, and the news was a long time coming. It was a great achievement. Lindsay thanked everyone for all the hard work that went into the project.

On August 30 Tanya attended the Eyē? Sqā'lewen: The Centre for Indigenous Education & Community Connections (IECC) Staff Welcome and Honor Event in the Sherri Bell Hall. They



blanketed four community members. Tanya thanked Lane and Loretta Trotter for hosting the Board and Executive to a wonderful social at their home on September 6.

The Committee and Liaison assignments are complete for 2024/25. Shane Hartman and Brenda McBain joined the Cybersecurity Sub-Committee. Jeremy Burgess took the role of Liaison to the Pacific Institute for Sport Education (PISE) Board of Directors.

The 2024 S'Tenistow Indigenous Education Conference took place from August 21 to 23. Lane Trotter and John Boraas attended. Lane noted it was an amazing event with over 400 delegates. People attended from all over the world. Lane commended Todd Ormiston and his team for all their hard work.

Tanya thanked all those who took part in the annual Orientation on September 16. It is a valuable opportunity to refresh our knowledge and re-connect with each other. Last Thursday Tanya attended the annual IECC Indigenous Student Welcome. They honored and blanketed John Boraas for his contribution and support.

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

Lane Trotter, President, noted that on September 17, he held regular update meetings with CUPE President Shane Johnson and with CCFA President Lynelle Yutani. On September 18, he attended the BC Colleges Presidents meeting in Vancouver. Lane is the Campaign Chair of the 2024/25 campaign for the United Way Southern Vancouver Island. The goal this year is raise \$4M. On September 19, he attended the IECC Student Welcome dinner which took place in Na'tsa'maht and the Sherri Bell Hall. John Boraas was recognized for his many years of work with a blanketing ceremony. It was very moving and emotional.

## **3. Foundation**

Jody Kitts, Director, Advancement & Alumni Engagement, reported that:

- Currently, they brought in \$3.3 million over last year.
- Upcoming Alumni Events:
  - Golf Tournament Friday, September 27, kicks off the Chargers alumni weekend (they brought in \$23,000 in sponsorships to date);
  - Alumni & current Chargers games on Saturday September 28;
  - The Silent Auction is open;
  - October 19 Camosun Alumni event at the Pacific FC (partnering with recruitment & Trades Special Projects); and
  - November 6 Camosun Alumni event at the Victoria Royals (also partnering with recruitment & Trades Special Projects).
- Hospitality Management Students are organizing two events for us this November:
  - Foundation Board Reunion Event on September 21; and
  - Donor Recognition Event on September 28 with Nicole Kilburn as the keynote speaker.

## **4. Education Council**

Bijan Ahmadi, Education Council Chair, noted the minutes from the May 15, 2024, meeting were in the agenda package. Bijan went over the highlights of the June 12 special and regular meetings. Bijan was re-elected as Chair, and Andrea Kucherawy returned as Vice Chair for the upcoming year. They met on September 18, 2024. They welcomed two new faculty members and a new

student member. Monty Bryant is the Education Council Liaison. Bijan thanked Monty for all his work last year on the Education Council.

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

Jeremy Burgess, PISE Board of Directors, noted he attended his first PISE Board of Directors meeting last week. He is learning about PISE and getting to know the Board. They discussed space planning and future leasing. Deborah Huelscher attended and introduced Jeremy and another new member Melanie Mahlman, former CEO of Victoria Hospital Foundation. Stephen Chang was extended another year. The audited statements were positive. Liz Ashton is being inducted into Victoria Sports Hall of Fame in October. Liz is an equestrian, and was President of Camosun for 15 years. She was part of the original group that developed PISE.

### **IV BOARD COMMITTEE REPORTS**

#### **1. Executive Committee**

##### **i) Report from the September 5, 2024, meeting**

Tanya Clarmont, Chair, Executive Committee, noted the Committee met on September 5. The College approached the Board Executive seeking advice on the current Policy Framework and best practices. The Executive provided some feedback to the college and asked that some additional work be done and brought back to the Executive for further review.

We received an update on the mid-year progress on the Strategic Plan. The Executive Committee approved the submission of the Institutional Accountability Plan and Report. The final version has been distributed to the Board. We reviewed the Five-Year Capital Plan. The Committee, Liaison and Mentor list for 2024/25 is complete. It has been distributed to the members.

We worked on Board succession planning. We need a strong treasurer to be in place before Mike Stubbing leaves. Government cannot work on appointments until after the October election as the House is not sitting. In the meantime, Executive are in communication with CABRO about Camosun's needs. We reviewed the Board Operations By-Law regarding attendance. Tanya attended the BC Board Chairs meeting which takes place every two months. We discussed the International Education enrolment numbers.

##### **a) Five Year Capital Plan**

Deborah Huelscher, VP Administration and CFO, noted the summary of the top priority capital projects are in the package. They will be submitted to government. The list holds our priorities for the next five years, and government will incorporate them into their ten-year plan. There are seven priorities on the list. Most were on list last year, but two were removed as funding was approved for Student Housing at Lansdowne, and the Engineering Technologies expansion/renovation at Interurban.

#### **MOTION**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE SUBMISSION OF THE CAMOSUN COLLEGE FIVE-YEAR CAPITAL PLAN (2025/26 TO 2029/30) TO THE MINISTRY OF POST-SECONDARY EDUCATION AND FUTURE SKILLS.**

**CARRIED**

**b) Board Operations By-Law Revision**

Tanya Clarmont advised that the topic of on-line and in-person attendance came up as part of the Board self-evaluations for 2023/24. People prefer to see each other in person at the meetings. Teams is very useful for attendance when it is not possible to come in person. However, we encourage people to attend in person for relationship building. The Executive Committee recommends adding a line to the Board Operations By-Law that while online attendance is very important, in-person attendance is optimal.

**MOTION**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISION TO G-1.3 BOARD OPERATIONS BY-LAW THAT INDICATES THAT WHILE THE OPTION TO ATTEND MEETINGS REMOTELY IS IMPORTANT, THAT CONSISTENT IN-PERSON ATTENDANCE IS PREFERENTIAL FOR OPTIMAL BOARD FUNCTION.**

**CARRIED**

**2. Finance Committee**

- i) The minutes from the April 2, 2024, meeting were included in the agenda. The whole Board attended to see the detail of the budget. We passed a surplus budget for the first time in the college history of \$1.6M. We need the surplus because we depleted our reserves and went into a deficit for three years after COVID. We now need to build up the reserves.
- ii) Mike Stubbing, Chair, Finance Committee, gave a report on the September 5, 2024, Finance Committee meeting. We reviewed the first quarter report which covers April 1 to June 30. There was a deficit of \$1.3M, but that is good news as we had budgeted for a deficit of \$2.6M. Some of it is due to a timing difference so it will even out over the year.

We saw very good enrollment over the summer. The Finance Committee acknowledged Scott Harris and Rodney Porter for their excellent work on Strategic Enrolment Management. It contributed to a 7% domestic enrolment increase for the fall semester over budgeted. We started the second quarter well in domestic, but are behind in international enrolment so there will be an impact on the budget for 2024/25. There will be better data to forecast year end after the second quarter results.

We received approval for the \$155M student housing project. The RFP went out for the Project Manager. It will be complete by September 30. We are working with the Ministry to ensure governance oversight is in place. We suggest the Finance Committee is the governance body.

**a. 2023/24 Financial Information Act Report**

Mike Stubbing noted we must submit the Financial Information Act Report in accordance with the Public Bodies Information Act of BC and the Financial Information Act subject to approval by the Board. It lists the salary and expenses of employees whose remuneration is over \$75K; Board members; and corporations and suppliers who receive over \$25K.

**MOTION:**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE 2023/2024 FINANCIAL INFORMATION ACT REPORT AND AUTHORIZE ITS SUBMISSION TO THE MINISTER OF FINANCE AND THE MINISTER OF POST-SECONDARY EDUCATION AND FUTURE SKILLS.**

**CARRIED**

**V APPROVAL OF THE MINUTES**

The minutes of the June 10, 2024, meeting were approved as distributed.

**VI NEW BUSINESS**

**1. Strategic Plan Mid-Year Update**

Jen Stone, Executive Director, Strategy, Planning & Transformation (STP), provided a verbal mid-2024 update on the progress of the 2023-2028 Strategic Plan. The formal report will go to Board Executive in January, 2025, and to the Board at the February meeting. Rashed Al-Haque and Jen Stone have been working with the Deans and Directors across the college to develop targets, where appropriate, which will be shown in the second-year report.

**2. Election of the Vice Chair**

Deborah Huelscher, VP Administration and CFO, declared the election for the Vice Chair of the Board of Governors open and called for nominations. She first put out a call for nominations and interest in August. Three Board members nominated Lindsay Kearns, and the nomination was seconded. No other nominations were put forward and Lindsay Kearns was acclaimed Vice Chair for the period of September 23, 2024, to August 31, 2025.

**VII ADJOURNMENT**

The meeting was adjourned at 6:13 pm.

---

**Tanya Clarmont, Chair**

---

**Date**

---

**Heather Martin, Executive Assistant**



# ANNUAL ENROLMENT REPORT

ACADEMIC YEAR 2023-24

SUBMITTED BY SCOTT HARRIS, REGISTRAR  
WITH SUPPORT FROM INSTITUTIONAL RESEARCH AND PLANNING

This Enrolment Report focuses primarily on **Headcount**, which considers each individual as one learner whether their enrolment is full-time or part-time and is an accurate reflection of the number of learners served by the Camosun College community during the Academic Year (September 1<sup>st</sup> to August 31<sup>st</sup>).

## OVERALL HEADCOUNT

	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24</b>
Undergraduate	9,556	9,789	9,823
Upgrading & Preparatory	1,304	1,350	1,530
Trades & Apprenticeships	2,086	2,173	2,299
Other	11	0	0
<b>TOTAL</b>	<b>12,956</b>	<b>13,312</b>	<b>13,652</b>

## TOP FIVE INTERNATIONAL SOURCES

<b>COUNTRY</b>	<b>PERCENTAGE</b>
India	30.0%
Mexico	11.9%
China	7.2%
Japan	6.5%
Peru	5.6%

## STUDENT CATEGORIES

	<b>NUMBER</b>	<b>PERCENTAGE</b>
New Students	6,737	49.3%
Continuing	6,124	44.8%
Returning	799	5.8%
Other	-	-

## STUDENT RETENTION RATE

	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
<b>Overall</b>	48.4%	51.5%	52.9%
Indigenous	45.2%	46.1%	51.5%
International	52.5%	65.5%	62.6%

## ENROLMENT MIX

ACADEMIC CATEGORY	RESIDENCY		STATUS		INDIGENOUS		AGE
	Domestic	International	Full-Time	Part-Time	% Of Total	% Within Area	Median
Arts, Humanities, & Social Sciences	1,248	523	1,222	549	10.2%	5.1%	21
Business & Economics	1,587	1,367	2,056	898	9.6%	2.9%	25
Health Sciences	836	61	820	77	7.0%	6.9%	22
Human Services	239	125	320	44	5.2%	12.6%	27
Indigenous Education	74	0	54	20	7.7%	91.9%	25
Sciences	130	103	169	64	0.6%	2.1%	20
Sport and Exercise	578	101	581	98	3.6%	4.7%	22
Technologies & Engineering	656	223	787	92	3.0%	3.1%	23
Trades Apprenticeships	1,607	1	1,608	0	13.0%	7.2%	26
Trades Foundation	691	0	691	0	10.6%	13.6%	20
Undeclared (University Transfer, etc.)	1,865	107	570	1,402	13.5%	6.1%	21
Upgrading & Preparatory (Access)	1,309	221	136	1,394	16.0%	9.3%	26
<b>TOTALS</b>	10,820	2,832	9,014	4,638	100.0%	6.5%	23
	79.3%	20.7%	66.0%	34.0%			

## PROGRAM ENROLMENTS

ACADEMIC CATEGORY	DOMESTIC			INTERNATIONAL			ALL STUDENTS		
	22/23	23/24	% CHANGE	22/23	23/24	% CHANGE	22/23	23/24	% CHANGE
Arts, Humanities, & Social Sciences	1,296	1,248	-3.7%	452	523	15.7%	1,748	1,771	1.3%
Business & Economics	1,652	1,587	-3.9%	1,180	1,367	15.8%	2,832	2,954	4.3%
Health Sciences	879	836	-4.9%	26	61	134.6%	905	897	-0.9%
Human Services	282	239	-15.2%	85	125	47.1%	367	364	-0.8%
Indigenous Education	72	74	2.8%	0	0		72	74	2.8%
Sciences	165	130	-21.2%	97	103	6.2%	262	233	-11.1%
Sport and Exercise	520	578	11.2%	69	101	46.4%	589	679	15.3%
Technologies & Engineering	692	656	-5.2%	192	223	16.1%	884	879	-0.6%
Trades Apprenticeships	1,534	1,607	4.8%	0	1	100.0%	1,534	1,608	4.8%
Trades Foundation	636	691	8.6%	3	0	-100.0%	639	691	8.1%
Undeclared (University Transfer, etc.)	1,920	1,865	-2.9%	210	107	-49.0%	2,130	1,972	-7.4%
Upgrading & Preparatory (Access)	1,188	1,309	10.2%	162	221	36.4%	1,350	1,530	13.3%
<b>PROGRAM HEADCOUNT TOTALS</b>	<b>10,836</b>	<b>10,820</b>	<b>-0.1%</b>	<b>2,476</b>	<b>2,832</b>	<b>14.4%</b>	<b>13,312</b>	<b>13,652</b>	<b>2.6%</b>



## COURSE REGISTRATIONS

ACADEMIC CATEGORY	DOMESTIC			INTERNATIONAL			ALL STUDENTS		
	22/23	23/24	% CHANGE	22/23	23/24	% CHANGE	22/23	23/24	% CHANGE
Arts, Humanities, & Social Sciences	11,963	11,721	-2.0%	3,088	3,584	16.1%	15,051	15,305	1.7%
Business & Economics	9,899	9,820	-0.8%	7,998	9,607	20.1%	17,897	19,427	8.5%
Health Sciences	7,619	7,045	-7.5%	364	805	121.2%	7,983	7,850	-1.7%
Human Services	1,645	1,467	-10.8%	619	900	45.4%	2,264	2,367	4.5%
Indigenous Education	841	902	7.3%	64	119	85.9%	905	1,021	12.8%
Sciences	6,086	5,924	-2.7%	1,224	1,288	5.2%	7,310	7,212	-1.3%
Sport and Exercise	2,809	3,076	9.5%	266	284	6.8%	3,075	3,360	9.3%
Technologies & Engineering	4,963	4,477	-9.8%	1,521	1,750	15.1%	6,484	6,227	-4.0%
Trades Apprenticeships	1,757	1,823	3.8%	0	1	100.0%	1,757	1,824	3.8%
Trades Foundation	1,516	1,477	-2.6%	5	0	-100.0%	1,521	1,477	-2.9%
Upgrading & Preparatory	1,101	1,324	20.3%	511	553	8.2%	1,612	1,877	16.4%
Experiential (Co-op and Internships)	222	203	-8.6%	54	114	111.1%	276	317	14.9%
Other (courses related to learning skills, etc.)	610	553	-9.3%	363	508	39.9%	973	1061	9.0%
<b>COURSE REGISTRATIONS TOTALS</b>	<b>51,031</b>	<b>49,812</b>	<b>-2.4%</b>	<b>16,077</b>	<b>19,513</b>	<b>21.4%</b>	<b>67,108</b>	<b>69,325</b>	<b>3.3%</b>

## FULL-TIME EQUIVALENT (FTE)

Unlike Headcount, FTE numbers represents the amount of activity a student would take in an academic year. For example, a student taking a 100% full-time course load in one year would be 1.0 Student FTE. A student taking a 50% course load in one year would be counted as 0.5 Student FTE. Headcount is a reflection of the number of learners served by the Camosun College community, while FTE represents the amount of activity attempted by those learners.

	FY 2022/23	FY 2023/24	% Change
Total Student FTEs	8,861.8	9,466.2	6.8%

### PEER COMPARISON – DOMESTIC FTE

Institution	2019/20	2020/21	2021/22	2022/23	2023/24	Change
Camosun College	8,384.0	7,752.4	7,543.5	7,314.4	7,462.9	2.0%
Coast Mountain College	882.5	607.5	692.0	716.9	717.0	0.0%
College of New Caledonia	2,595.3	2,180.9	2,397.3	2,351.2	2,444.6	4.0%
College of the Rockies	1,979.2	1,924.2	2,155.9	2,123.8	2,142.1	0.9%
Douglas College	8,199.3	8,146.1	8,064.4	7,841.6	7,957.5	1.5%
Langara College	6,670.8	6,558.1	6,519.8	5,949.9	6,121.6	2.9%
North Island College	2,114.4	2,069.2	2,302.0	2,261.1	2,169.5	-4.1%
Northern Lights College	1,134.1	1,011.5	1,032.4	1,012.2	1,089.9	7.7%
Okanagan College	7,615.0	6,796.0	7,200.9	6,868.9	7,110.9	3.5%
Selkirk College	1,906.7	1,694.6	1,748.1	1,609.6	1,583.4	-1.6%
Vancouver Community College	5,333.5	4,506.2	4,664.4	4,583.2	4,697.7	2.5%
				<b>DOMESTIC</b>		<b>2.0%</b>

### PEER COMPARISON – TOTAL FTE

Institution	2019/20	2020/21	2021/22	2022/23	2023/24	Change
Camosun College	10,090.4	8,989.2	8,696.4	8,861.8	9,466.2	6.8%
Coast Mountain College	1,212.9	897.8	1,004.3	1,122.1	1,249.8	11.4%
College of New Caledonia	4,101.6	3,475.1	3,223.5	3,307.1	3,942.6	19.2%
College of the Rockies	2,362.6	2,165.9	2,315.8	2,340.7	2,413.5	3.1%
Douglas College	11,880.5	11,281.7	11,234.8	11,343.9	11,622.8	2.5%
Langara College	11,399.0	10,534.2	10,646.4	10,706.7	11,144.2	4.1%
North Island College	2,594.9	2,384.0	2,582.0	2,670.4	2,774.5	3.9%
Northern Lights College	1,650.8	1,475.7	1,514.5	1,603.3	1,835.2	14.5%
Okanagan College	9,081.9	8,009.9	8,250.1	8,218.4	8,933.4	8.7%
Selkirk College	2,717.8	2,319.0	2,330.4	2,207.0	2,344.0	6.2%
Vancouver Community College	6,814.8	6,072.5	6,524.2	7,169.6	8,261.5	15.2%
				<b>TOTAL</b>		<b>7.5%</b>



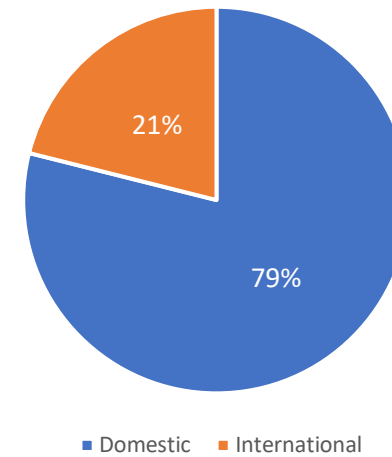
# ENROLMENT SNAPSHOT

FALL 2024

DOMESTIC	2023F	2024F	DIFFERENCE
Upgrading & Preparatory	749	760	1.5%
Undergraduate	5,496	5,817	5.8%
Trades	725	733	1.1%
<b>OVERALL</b>	<b>6,970</b>	<b>7,310</b>	<b>4.9%</b>

INTERNATIONAL	2023F	2024F	DIFFERENCE
Upgrading & Preparatory	92	97	1.5%
Undergraduate	2,002	1,855	-7.3%
Trades	0	1	
<b>OVERALL</b>	<b>2,094</b>	<b>1,953</b>	<b>-6.7%</b>

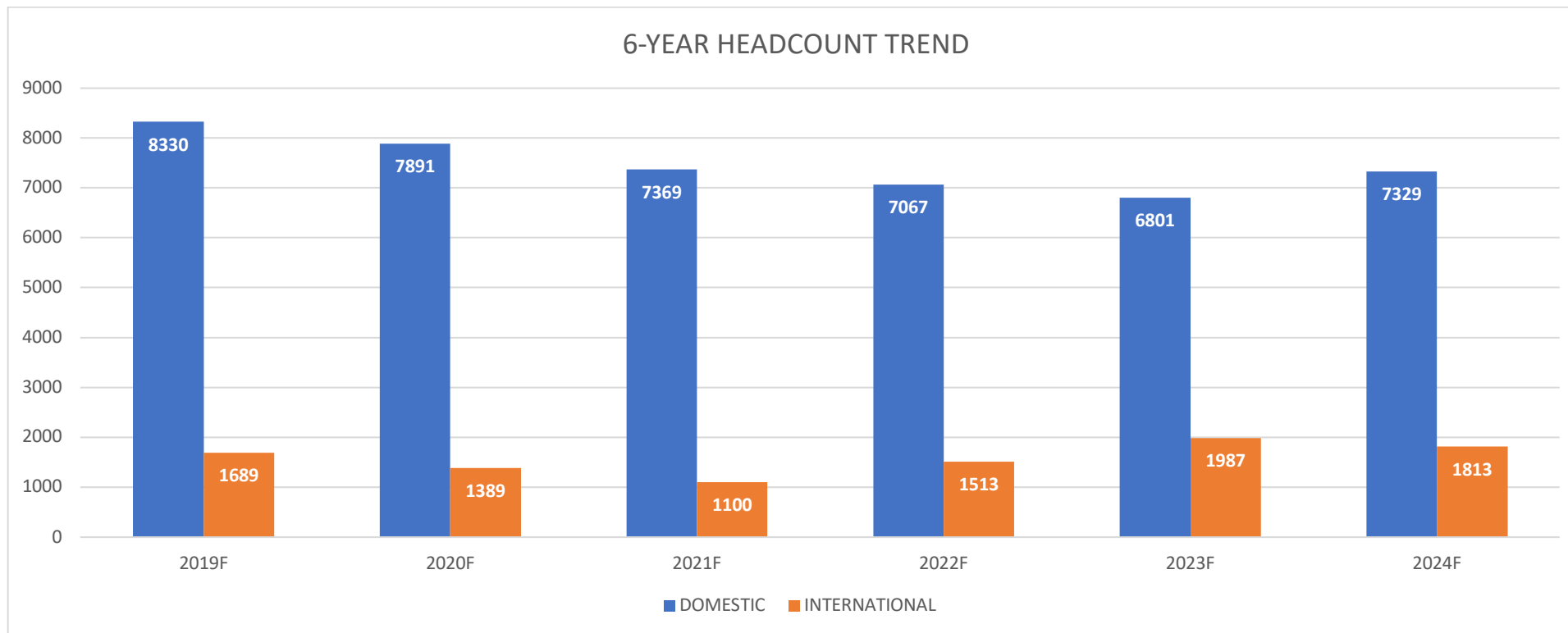
RESIDENCY BREAKDOWN





# HEADCOUNT TREND

BY RESIDENCY  
TO FALL 2024

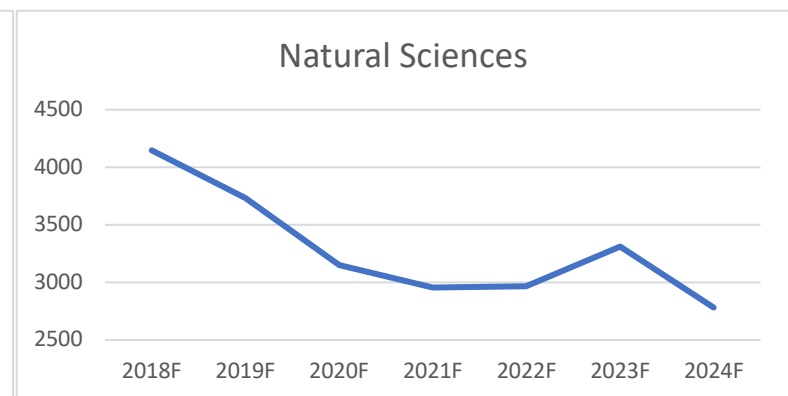
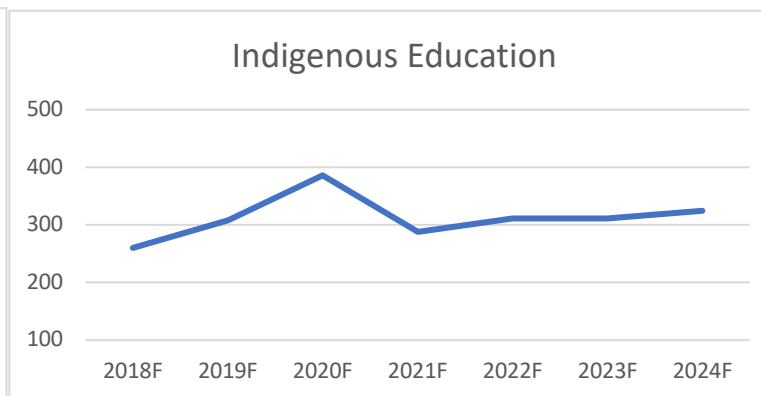
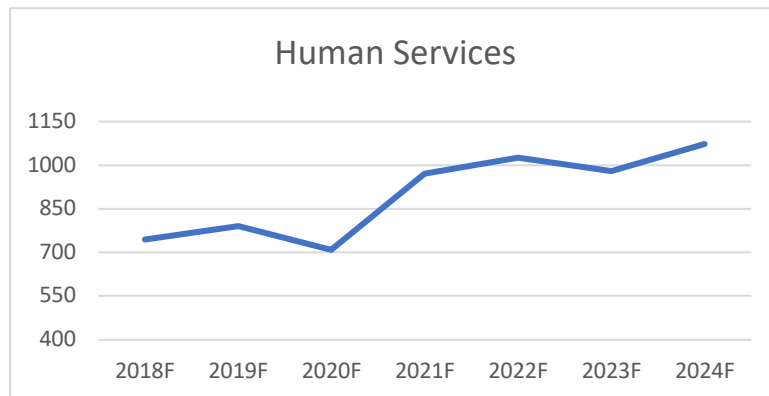
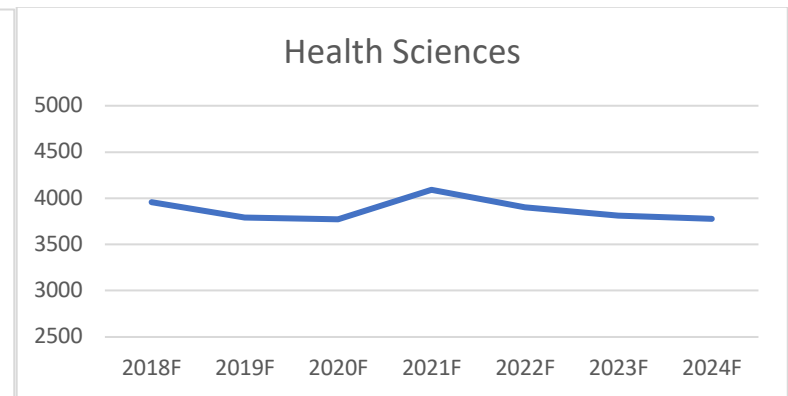
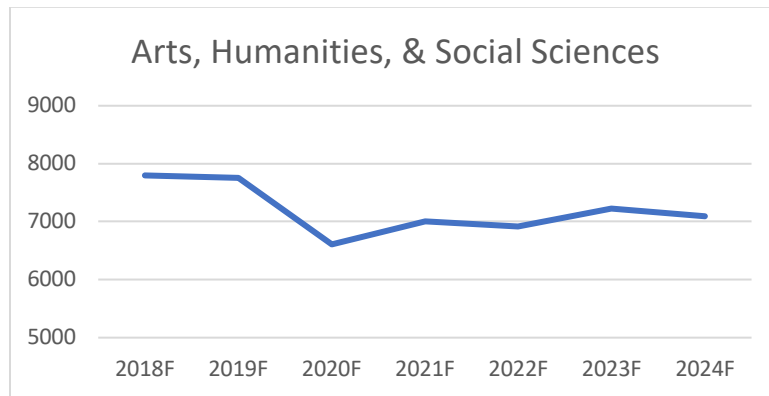




# COURSE REGISTRATION TRENDLINES

BY ACADEMIC DISCIPLINE CATEGORY

TO FALL 2024





# COURSE REGISTRATION TRENDLINES

BY ACADEMIC DISCIPLINE CATEGORY

TO FALL 2024

