



## BOARD OF GOVERNORS

### REGULAR MEETING MINUTES

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

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**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

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#### 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.

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**Tanya Clarmont, Chair**

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**Date**

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**Heather Martin, Executive Assistant**