



BOARD OF GOVERNORS

REGULAR MEETING AGENDA

MEETING: Monday, November 7, 2016
TIME: 5:00 pm
LOCATION: Paul Building, Room 216
CAMPUS: Lansdowne Campus

BOARD MEMBERS:

Russ Lazaruk, Chair
 Sherri Bell, President
 Stephen Bishop
 Stephen Chang
 Cindy Choi
 Joanne Cumberland
 Stefan Fletcher
 Nigel Giuliany
 Meagan Greentree
 Bill Gyles
 Debbie Hlady
 Anthony Pica
 Ron Rice, Vice Chair
 Laylee Rohani

ADMINISTRATION:

Shane Busby, VP Administration
 Deborah Huelscher, Chief Financial Officer
 Barbara Severyn, Executive Director, Human Resources
 Geoff Wilmshurst, VP Partnerships
 Joan Yates, VP Student Experience

GUESTS: Dan Hodgson, Director, Institutional Research & Planning

Steve Rumpel, Director, Education Policy & Planning

Katie Shaw, Manager, Education Policy

REGRETS: John Boraas, VP Education

BOARD ASSISTANT: Heather Martin

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.

I CALL TO ORDER	PAGE
II OATH OF OFFICE	
1. Anthony Pica	
III APPROVAL OF THE AGENDA	
IV BOARD MEMBER REPORTS	
1. Chair’s Report [5 min] (Lazaruk)	no attachment
2. President’s Report [5 min] (Bell)	no attachment
3. Foundation [5 min] (Rice/Wilmshurst)	no attachment
4. Education Council [5 min] (Bishop/Giuliany)	
i) Minutes of the June 15, 2016 meeting	attachment 3
ii) Minutes of the September 21, 2016 meeting	attachment 8
5. Pacific Institution for Sport Excellence [5 min] (Chang)	no attachment

	PAGE
V BOARD COMMITTEE REPORTS	
1. Audit Committee [5 min] (Gyles)	
i) Minutes from the June 6, 2016 meeting	attachment 12
ii) Report from the October 24, 2016 meeting	no attachment
2. Award for Innovation Sub-Committee [5 min] (Rice)	no attachment
3. Executive Committee [5 min] (Lazaruk)	no attachment
4. Finance Committee [10 min] (Choi)	
i) Minutes from the September 6, 2016 meeting	attachment 14
ii) Report from the November 7, 2016 meeting	no attachment
VI APPROVAL OF THE MINUTES	
1. Minutes of the September 19, 2016 meeting [2 min] (Lazaruk)	attachment 16
VII NEW BUSINESS	
1. Fall Enrolment Report [10 min] (Hodgson, Yates)	attachment 21
2. Education Policy Development [15 min] (Rumpel, Shaw)	attachment 28
3. Sexual Violence and Misconduct Policy Development [15 min] (Rumpel, Shaw)	attachment 30
4. Draft 2017/18 Mandate Letter for Post-Secondary Institutions [10 min] (Lazaruk)	attachment 32
VIII ADJOURNMENT	

CORRESPONDENCE [nil]



Approved Minutes

Wednesday, Jun 15, 2016

4:00-6:00 pm

CC 321, Interurban

Present

Alison Bowe, Faculty
 Cindy Drover-Davidson, Support Staff
 Connie Klassen, ICC Chair
 Cynthia Wrate, Faculty
 Dominic Bergeron, Administration
 Gillyan Haden, Administration
 John Boraas, Administration
 Leslie Martin, Support Staff
 Nigel Giuliany, Board of Governors

Patrick Jones, Faculty
 Peter Ove, Faculty
 Sarah Lindsay, Student
 Shelley Butler, Perm. Secretary
 Shelley Melissa, Faculty
 Sherri Bell, President
 Shohreh Hadian, Faculty
 Stephen Bishop, Faculty
 Steven Rumpel, Administration

Regrets/Absent

Bijan Ahmadi, Faculty
 Corrine Michel, Indigenization Coordinator
 Emara Angus, Student
 Hannah Thomson, Student

Lisa Robertson, Faculty
 Rachael Grant, Student
 Tim Ayers, Faculty
 Tim Ayers, Faculty

Guests

Kerri Norrie, School of Business
 Patricia Gaudreault, School of Business

Toni Hoyland, Health and Human Services
 Robin Fast, Health and Human Services

ITEM

PRESENTER

A. Call to order and Declaration of Quorum

Cynthia Wrate

The Regular Meeting was called to order at 4:03 by Cynthia Wrate, Education Council Chair.

B. Acknowledgement of Coast Salish Territory

Cynthia Wrate

Cynthia acknowledges the Coast Salish Territory. Camosun College serves the communities of southern Vancouver Island and the south Gulf Islands that are located in the traditional territories of the Esquimalt; Lekwungen; Malahat; Pacheedaht; Pauquachin (Saanich); SC'lanew; Tsartlip (Saanich); Tsawout (Saanich); Tseycum (Saanich); and T'Sou ke Nations. Camosun College campuses are located on land that is the traditional territory of the Lekwungen, Esquimalt, and Saanich peoples. <http://camosun.ca/aboriginal/territory.html>

C. Round-Table Check-In

Cynthia Wrate

Cynthia welcomed everyone and requested a roundtable check-in.

ITEM	PRESENTER
<p>D. Acceptance of Agenda The June 15, 2016 agenda was accepted with one revision. John Boraas requested the MOU Discussion be deferred to a Fall agenda.</p>	Cynthia Wrate
<p>E. Minutes for Approval The May 18, 2016 regular and special minutes were accepted.</p>	Cynthia Wrate
<p>F. Reports</p> <p>1. Education Council Chair Cynthia reported that the Education Council retreat on Mon, Jun 13 was a day well spent. Important topics were discussed and we have key areas of momentum that will carry forward our education policy work into the fall. She also noted there is a lot of talk at the Council of Education Council table as well on policy.</p> <p>2. VP Education John acknowledged the quarter to semester change project. He noted that all the technology programs will begin the new delivery model this fall with new curriculum. He thanked all employees involved in the project. In addition, John expressed excitement for the upcoming graduation ceremony on June 16 and 17. Lastly, John noted his appreciation for the work done at the Education Council retreat on June 13. He observed that there were health conversations had and that a lot of progress has been made in our policy work. He looks forward to where our work will take up in the upcoming year.</p> <p>3. Board Member Nigel reported that the Board passed a number of motions. These included the approval of the audited financial statements, the Community Support Worker Foundation program cancellation, Orange Shirt Day at Camosun College, Institutional Accountability Report, and the Enrollment Report. Nigel expressed his thanks to all College employees and Sherri Bell on behalf of the Board.</p>	<p>Cynthia Wrate</p> <p>John Boraas</p> <p>Nigel Giuliany</p>
<p>G. Committee Reports</p> <p>1. Awards Nil</p> <p>2. Education Council Policy and Standards Committee Steven thanked Education Council members for their engagement in the process to date. He noted that the Committee is moving into the scoping phase of the process. The Committee met recently on Tuesday, Jun 14 to discuss priorities, next steps and planning for the August committee meeting.</p>	<p>Cynthia Wrate</p> <p>Dominic Bergeron</p> <p>Steven Rumpel</p>
<p>H. Integrated Curriculum Committee Report</p> <p>1. Presentation Kerri Norrie and Patricia Gaudreault presented the renewed Certificate in Bookkeeping Fundamentals. Questions and discussion followed.</p>	Connie Klassen

ITEM**PRESENTER**

Motion: It was moved by Steven Rumpel and seconded by Sarah Lindsay that Education Council approves the following curriculum :

- Certificate in Bookkeeping Fundamentals (IDS 2214) – description, admission requirements, participation requirements, learning outcomes, content, delivery arrangements, special notes

Motion Carried

Presentation

Toni Hoyland presented the renewed Diploma in Early Learning and Care. Questions and discussion followed.

Motion: It was moved by Steven Rumpel and seconded by Leslie Martin that Education Council approves the following curriculum :

- Diploma in Early Learning and Care (IDS 2227)
- ELC 110 (IDS 2228), ELC 111 (IDS 2229), ELC 112 (IDS 2230), ELC 113 (IDS 120), ELC 120 (IDS 2232), ELC 121 (IDS 2233), ELC 130 (IDS 2234), ELC 143 (IDS 2235), ELC 150 (IDS 2236), ELC 160 (IDS 2237), ELC 170 (IDS 2238), ELC 210 (IDS 2239), ELC 212 (IDS 2240), ELC 214 (IDS 2241), ELC 220 (IDS 2242), ELC 221 (IDS 2243), ELC 230 (IDS 2244), ELC 231 (IDS 2245), ELC 240 (IDS 2246), ELC 241 (IDS 2247), ELC 242 (IDS 2248), CFCS 220 (IDS 2249)

Motion Carried

2. Curriculum Recommended for Approval**REGULAR CURRICULUM**

Connie presented the curriculum for approval. Questions and discussion followed.

Motion: It was moved by Leslie Martin and seconded by Steven Rumpel that Education Council approves the following curriculum :

- ACCT 480 (IDS 2212) – pre-requisite, course type
- Diploma in Hospitality Management (IDS 2213) – admission requirements, content
- Engineering Transfer (IDS 2135) and Applied Chemistry & Biotechnology (IDS 1988) – program content
- Hospital Unit Clerk (IDS 2211) – admission requirements
- MATH 038 (IDS 2226) – title
- MATH 039 (IDS 2210) – title, description, learning outcomes, grading
- MATH 052 (IDS 2224) – pre/co-req.
- MATH 057 (IDS 2225) – title
- Mental Health and Addictions (IDS 2136) - admission req., participation

ITEM**PRESENTER**

- req., content, recommend information
- MHA 130 (IDS 2137) – course cancellation
 - MHA 140 (IDS 2138) – pre-req.
 - PDD in Human Resource Management and Leadership (IDS 2216) – description, admission requirements, learning outcomes, content, completion requirements
 - PHYS 114 (IDS 1975) and PHYS 115 (IDS 1976) – cancel course
 - PSYC 275 (IDS 1911) – description, pre-requisite, learning outcomes
 - Removal of PE Admission Requirement
 - Bachelor of Athletic & Exercise Therapy (IDS 2139)
 - Bachelor of Sport & Fitness Leadership (IDS 2140)
 - Diploma in Sport Management (IDS 2141)
 - Diploma in Exercise & Wellness (IDS 2142)
 - Certificate in Sport Management (IDS 2143)
 - Certificate in Exercise & Wellness (IDS 2144)
 - SPMA 135 (IDS 2152) – PE 11 removal

Motion Carried**REGULAR CURRICULUM**

Connie presented the curriculum for approval. Questions and discussion followed.

Motion: It was moved by Steven and seconded by Dominic that Education Council approves the following curriculum :

John Boraas

- PDD in Human Resource Management and Leadership (IDS 2216) – description, admission requirements, learning outcomes, content, completion requirements

Motion Carried**3. Program Cancellation**

John presented the cancellation of the Advanced Diploma in Human Resource management. The Advanced Diploma in Human Resource Management was first offered in Sept 2004. The program was designed for people who are in leadership or management positions, or employed as HR practitioners, or preparing for transition into leadership/management or HR roles. The courses in the program gave **consideration to knowledge and learning** that assisted students in preparation for the CHRP designation.

There were two drives for the decision to cancel this program:

1. The Human Resource Management Association (HRMA) now requires that members pursuing their Certified Human Resources Professional (CHRP) designation must have a Bachelor degree in any discipline. The advanced

ITEM**PRESENTER**

diploma does not satisfy this requirement.

2. Confusion by stakeholders when the PDD was launched in 2012. There were many inquiries regarding the differences between the advanced diploma and the PDD from Student Services, potential students, PAC members, and even within the School's own department (competing priorities).

Note that for mature learners who only want to take content specific HR courses, they will have the opportunity to them once they meet the course prerequisites. This would apply specifically to students who do not need or want their CHRP designation.

The College will discontinue accepting applications for January 2017. Current students will be able to complete this program as all courses will continue to be offered in the BBA HRL and PDD in Business Administration, Human Resource Management & Leadership Option programs.

Motion: It was moved by John Boraas and seconded by Dominic Bergeron that Education Council approves a recommendation to the Board of Governors to cancel the following curriculum :

Program Cancellation:

Advanced Diploma in Human Resource Management (IDS 2215)

Motion Carried

I. Presentations and/or Discussions

Nil

J. Thank You to Outgoing Members

Cynthia Wrate

Cynthia thanked outgoing members Sarah Lindsay, Patrick Jones, Rachael Grant, and Hannah Thomson for their service and dedication to Education Council.

Stephen Bishop thanked Cynthia for taking on the duties of Chair of Education Council for the last two years.

Stephen Bishop

K. Adjournment

Cynthia Wrate

The Meeting adjourned at 5:25 pm.



Approved Minutes

Wednesday, Sept 21, 2016

4:00-6:00 pm

CC 321, Interurban

Present

Bijan Ahmadi, Faculty
 Brent Wasserman, Faculty
 Cindy Drover-Davidson, Support Staff
 Connie Klassen, ICC Chair
 Corrine Michel, Indigenization Coordinator
 Cynthia Wrate, Faculty
 Dominic Bergeron, Administration
 Emara Angus, Student
 John Boraas, Administration
 Leslie Martin, Support Staff
 Nigel Giuliany, Board of Governors
 Peter Ove, Faculty

Scott Harris, Administration
 Shelley Butler, Perm. Secretary
 Shelley Melissa, Faculty
 Sherri Bell, President
 Shohreh Hadian, Faculty
 Stephen Bishop, Faculty (Chair)
 Steven Rumpel, Administration
 Sukhdeep Kaur, Student
 Tim Ayers, Faculty (Vice-Chair)
 Zachary Snow, Student

Regrets/Absent

Alison Bowe, Faculty
 Connie Klassen, ICC Chair

Steven Rumpel, Administration

Guests

Geoff Wilmshurst, VP Partnerships
 Christiaan Bernard, Camosun International

Katie Shaw, Office of VP Education

ITEM

PRESENTER

A. Call to order and Declaration of Quorum

Stephen Bishop

The Regular Meeting was called to order at 4:04 by Stephen Bishop, Education Council Chair.

B. Acknowledgement of Coast Salish Territory

Stephen Bishop

Stephen acknowledges the Coast Salish Territory. Camosun College serves the communities of southern Vancouver Island and the south Gulf Islands that are located in the traditional territories of the Esquimalt; Lekwungen; Malahat; Pacheedaht; Pauquachin (Saanich); SC'lanew; Tsartlip (Saanich); Tsawout (Saanich); Tseycum (Saanich); and T'Sou ke Nations. Camosun College campuses are located on land that is the traditional territory of the Lekwungen, Esquimalt, and Saanich peoples. <http://camosun.ca/aboriginal/territory.html>

C. Round-Table Check-In

Stephen Bishop

ITEM	PRESENTER
Stephen welcomed everyone and Corrine gave background on the purpose of the roundtable check-in. This was followed by brief round-table updates from council members on what they anticipate for the upcoming school year.	& Corrine Michel
D. Acceptance of Agenda The Sept 21, 2016 agenda was accepted as presented.	Stephen Bishop
E. Minutes for Approval The June 15, 2016 regular minutes were not available due to a clerical error. The item was tabled until the Oct 19, 2016 meeting.	Stephen Bishop
F. Reports 1. Education Council Chair Stephen welcomed the new Education Council members. He also noted that he is committed to attending the Board meetings and bringing that information to Education Council and vice-versa; and working on the education policy development and approval with the council. Stephen called for nominations from the floor for the position of Education Council Vice-Chair. Dominic Bergeron nominated Alison Bowe and Cynthia Drover-Davidson nominated Tim Ayers. A secret ballot was requested. Tim Ayers was declared the Vice-Chair of Education Council.	Stephen Bishop
2. VP Education John expressed excitement about the upcoming education division projects and activities this academic year, including new student opportunities in the area of applied research, truth and reconciliation activities, a new education plan, and development and approval of new programs. He noted this is a time of opportunity for the College.	John Boraas
3. Board Member Nigel noted that the first Board meeting was held on Sept 19, and that Russ Lazaruk was elected Board Chair. He also acknowledge the various members of the board, the approval of the 5 year Capital Plan, the cancellation of the Advanced Diploma in Human Resource Management, and the acceptance of the new Adventure Education program.	Nigel Giuliany
G. Committee Reports 1. Awards Nil	Dominic Bergeron
2. Education Council Policy and Standards Committee Nil	Steven Rumpel

ITEM	PRESENTER
H. Presentations and/or Discussions	
<p>1. Education Policy Update</p> <p>Katie gave an update on the Education Policy initiative. She discussed where we are now, moving forward from the education policy needs assessment, website communications enhancement, Education Council Policy and Standards engagement strategy, and other policy work updates. Questions and discussion followed.</p> <p><i>Questions and discussion included, but was not limited to:</i></p> <ul style="list-style-type: none"> • <i>What is Indigenization?</i> • <i>Is there a process to bring policy concerns from the governance tables? Yes</i> • <i>This process has engaged so many college employees and students. This is a good design.</i> • <i>Are we breaking this complexity into manageable chunks? Yes.</i> • <i>How can various policy be made more searchable on the website? Categories may be a solution.</i> 	Katie Shaw
<p>2. Memorandum of Understanding</p> <p>Geoff Wilmshurst gave an overview of the various agreements that are signed between the college and other institutions. They include study abroad agreements, field schools, faculty exchanges, academic agreements, academic research agreements, etc. Questions and discussion followed.</p> <p><i>Questions and discussion included, but was not limited to:</i></p> <ul style="list-style-type: none"> • <i>Are all our agreements bilingual? Yes.</i> • <i>Is there a framework that outlines roles and responsibilities in our MOU practice?</i> • <i>There may need to be a process or practice for Education Council to be able to review and support a dual degree.</i> • <i>We have monitor reciprocity issues to ensure a resource balance for the institutions.</i> • <i>What are the conditions that make it possible for Camosun students to study abroad? How can we make that easier?</i> • <i>How do we handle students needing to transfer course work back to the College?</i> • <i>How can we facilitate more relationships between faculty and our MOU partners?</i> • <i>Vivian from International can provide information to schools and faculty re. international opportunities</i> 	Geoff Wilmshurst

ITEM	PRESENTER
<p>3 Orientation to Education Council Share Point Site</p> <p>Shelley gave a brief tour of the Education Council Share Point site. She covered where the agenda and curriculum documents are located, and how to navigate the Integrated Curriculum Committee Site and the Policy and Standards site. If council members have further questions on site navigation or access they should contact Shelley directly.</p>	Shelley Butler
<p>I. Integrated Curriculum Committee Report</p> <p>Nil</p>	Connie Klassen
<p>J. Adjournment</p> <p>The Meeting adjourned at 6:00 pm.</p>	Stephen Bishop



BOARD OF GOVERNORS

AUDIT COMMITTEE MINUTES

MEETING: Monday, June 6, 2016
TIME: 4:00 pm
LOCATION: Paul Building, Room 216, Lansdowne Campus

BOARD MEMBERS:

Bill Gyles, Chair
Cindy Choi
Nigel Giuliany
Russ Lazaruk

RESOURCES:

Sherri Bell, President
Shane Busby, VP Administration
Deborah Huelscher, Chief Financial Officer
Chris Jones, Director, Financial Planning & Accountability

REGRETS: nil

GUESTS: Liette Bates-Eamer, KPMG
Randy Decksheimer, KPMG

BOARD ASSISTANT: Heather Martin

C O N F I D E N T I A L

I CALL TO ORDER

The meeting was called to order at 4pm.

II APPROVAL OF AGENDA

The agenda was approved as presented.

III APPROVAL OF THE MINUTES

1. The minutes from the June 25, 2015 meeting were approved as presented.
2. The minutes of the October 28, 2015 meeting were approved as presented.

IV NEW BUSINESS

1. Audited Financial Statements for the Year Ending March 31, 2016

i) Management Presentation

Deborah Huelscher, Chief Financial Officer, provided a high level summary of the financial results for the year ended March 31, 2016, including a comparison with the year ended March 31, 2015. The financial statements were prepared in accordance with the reporting framework directed by the Provincial Government and in accordance with the Budget Transparency and Accountability Act of BC.

The budget was balanced and we ended the year with a \$1.5M surplus, up \$.7M over the previous year. The College continues to meet Ministry accountability requirements and comply with Provincial directives including Tax Payer Accountability Principles.

ii) Auditor General's Report (KPMG)

Randy Decksheimer, KPMG, reported the audit is now substantially complete, and reviewed the findings of the audit report for the year ending March 31, 2016. The draft report is subject to the approval by the Board of Governors of the Audited Financial Statements on June 13, 2016. The Audited Financial Statements are in compliance with the Budget Transparency and Accountability Act and related regulations. Liette Bates-Eamer, KPMG, reviewed the presentation changes that were made to the notes of the financial statements consistent with other BC post-secondary institutions. KPMG noted that the management points identified during the previous year's audit have been satisfied and no new items were presented.

MOTION:

THAT THE AUDIT COMMITTEE RECOMMENDS THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2016 AS PRESENTED.

CARRIED

2. Re-Appointment of the Auditor

Bill Gyles advised a motion is required to re-appoint KPMG for the audit of the college's financial statements for the year ending March 31, 2017.

MOTION:

THAT THE AUDIT COMMITTEE RECOMMENDS THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS RE-APPOINT KPMG TO PERFORM THE AUDIT OF THE COLLEGE'S FINANCIAL STATEMENTS FOR THE REPORTING YEAR ENDING MARCH 31, 2017.

CARRIED

V ADJOURNMENT

The meeting adjourned at 4:45 p.m.

VI IN-CAMERA SESSION (Board Members and Auditors)



BOARD OF GOVERNORS

FINANCE COMMITTEE MINUTES

MEETING: Tuesday, September 6, 2016
TIME: 4:00 pm
LOCATION: Paul Building, Room 216, Lansdowne Campus

BOARD MEMBERS:
Cindy Choi, Chair
Sherri Bell, President
Russ Lazaruk

RESOURCES:
Deborah Huelscher, Chief Financial Officer (CFO)

REGRETS: nil

BOARD ASSISTANT: Heather Martin

I CALL TO ORDER

Finance Committee Chair Cindy Choi called the meeting to order at 4pm.

II APPROVAL OF AGENDA

The agenda was approved as presented.

III MINUTES OF PREVIOUS MEETING

The minutes of the March 21, 2016 meeting were approved as distributed.

IV NEW BUSINESS

1. Financial Management Report for the Three Months to June 30, 2016

Deborah Huelscher, CFO, provided a summary level update on the financial results for the first quarter of the fiscal year. The first quarter is the least active so was reviewed by Finance staff, and the full review process will resume for the six month results at September 30. At that time there will be a clearer picture of the fall enrolment which is a key performance measure. The overall revenue is ahead of budget \$700K, offset by corresponding expenditures of \$718K resulting in a small negative variation of \$18K to the budgeted gross contribution. Increased grant revenues include one-time AVED funding for additional health seats. Tuition fees are ahead of target by \$179K. The eight busiest months start in September. The forecast continues to be for a balanced budget at March 31, 2017. The report has been submitted to the Ministry of Advanced Education.

2. Quarter Two Forecast

Deborah Huelscher, CFO, advised that both domestic and international enrolments are currently ahead of target. Enrolment is being monitored. The fall enrolments will be known at the end of Quarter Two. The domestic enrolment target is 7017 without ITA numbers, and the international target is 1300. Expenses as of August 30, 2016, are on budget.

3. 2015/2016 Financial Information Act Report

Deborah Huelscher, CFO, advised the report must be filed every year with the Ministers of Advanced Education and Finance once approved by the Board of Governors. The report is prepared in the Government required format using specific data collection and reporting processes throughout the year. Deborah led the committee through the report and responded to questions.

MOTION

THAT THE FINANCE COMMITTEE RECOMMENDS THAT CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE 2015/2016 FINANCIAL INFORMATION ACT REPORT AND AUTHORIZE ITS SUBMISSION TO THE MINISTER OF FINANCE AND THE MINISTER OF ADVANCED EDUCATION.

CARRIED

V ADJOURNMENT

The meeting was adjourned at 4:55 pm.



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, September 19, 2016
TIME: 5:07 pm
LOCATION: Paul Building, Room 216, Lansdowne Campus

BOARD MEMBERS:

Russ Lazaruk, Chair
Sherri Bell, President
Stephen Bishop
Steve Chang
Cindy Choi
Joanne Cumberland
Stefan Fletcher
Nigel Giuliani
Meagan Greentree
Debbie Hlady
Ron Rice, Vice Chair
Laylee Rohani

ADMINISTRATION:

Shane Busby, VP Administration
Deborah Huelscher, Chief Financial Officer
Barbara Severyn, Executive Director, Human Resources
Geoff Wilmshurst, VP Partnerships
Joan Yates, VP Student Experience

GUESTS: Christiaan Bernard, Director, Camosun International
Dalia Gonzalez-Harney, Director, Ancillary Services
Scott Harris, Registrar

REGRETS: John Boraas, VP Education
Bill Gyles

BOARD ASSISTANT: Heather Martin

I CALL TO ORDER

Russ Lazaruk, Chair, called the meeting to order at 5:07 pm.

II INTRODUCTIONS

1. Christiaan Bernard, Director, Camosun International
2. Dalia Gonzalez-Harney, Director, Ancillary Services
3. Scott Harris, Registrar

III APPROVAL OF THE AGENDA

The agenda was approved as distributed.

IV BOARD MEMBER REPORTS

1. Chair's Report

Russ Lazaruk, Chair, reported the Board of Governors Bursary assisted two students in the 2015-2016 year. A student in Civil & Mining/Mineral Process Engineering Bridge received \$1500, and a student in Sport & Fitness Leadership received \$1000. The bursary goes to students who display financial need, are achieving a satisfactory academic standing, and are involved in community

activities or volunteerism. Over the past few months Russ continued to meet regularly with Sherri Bell for planning. On August 25, Russ met with Sherri and the three of the new board members; Stephen Bishop (EDCO Chair), Joanne Cumberland (CUPE), and Debbie Hlady (Faculty) for a welcome and introduction.

The annual Indigenous Students Annual Welcome Feast took place on September 15 at the Songhees Learning and Wellness Centre. Russ attended with Sherri Bell, Ron Rice, Joan Yates, John Boraas, Geoff Wilmshurst and a number of staff along with about 240 guests. It was a treat to attend as there were dancers and traditional foods. The Orange Shirt Day is now an annual event and will take place from 12:00 to 3:30pm on September 30 at Na'tsa'maht. It is in support of the residential school survivors and their families. Camosun student Bear Horne designed an Orange Shirt Day T-shirt. They can be purchased for \$16 at the Bookstore.

BC Colleges (BCC) arranged a governance workshop from October 5-7, in Kelowna. It will be led by the Association of Governing Boards (AGB), and is a two-day professional development program for experienced board members and presidents. Each institution can send three Board members and the President, so Russ will attend with Sherri Bell, Ron Rice and Cindy Choi.

The results of the fall by-election for the Education Council and Board of Governors results will be determined by October 28. The faculty and Lansdowne student positions are open on the Board.

Last week Russ met with Sherri Bell and Fred Haynes, Saanich Councilor, who plans to attend the Union of BC Municipalities (UBCM) in support of student housing. Mr. Haynes will ask Government to allow debt financing for post-secondary institutions in order to build student housing. The letter will have the support of the districts of Oak Bay and Victoria as well.

2. President's Report

Sherri Bell, President, helped celebrate with all the schools that held welcome back events for faculty. The students were welcomed at CamFest which is a truly 'Camosun' event. Sherri gave out ice-cream and chatted with staff and students including a dinosaur played by Meagan Greentree. Sherri attended the annual welcome feast for aboriginal students at the Songhees Learning and Wellness Centre last week. She went to the Mechanical Engineering Student Project Showcase last Friday in the new trades building. Some of the prototypes, such as a submersible robot and a hot rod car, will be passed on to next year's students for improvements. The projects were fantastic, and the students were very enthusiastic about them.

The TRADEmark campaign will wind down by the end of November. The goal was \$5M to be put towards trades programming and capital. The campaign will likely surpass \$5M. A celebration will be planned to thank people involved. There has been no announcement from Government on the proposed Health building, but a decision is hoped for in October. Shane Busby, VP Administration, and his team correspond regularly with the Government.

The college has a new standardized briefing note template which can be seen in the board package. International student enrolment numbers are the largest they have ever been, and it also is the most diverse group of students.

3. Foundation

Ron Rice, Foundation Liaison, noted they meet four times a year and the next meeting is in two weeks. Recruitment is underway for one vacancy on the board, and another one next year. Geoff Wilmshurst, Vice President Partnerships, advised the focus this year is on board leadership renewal. They are looking for diversity, experience in financial advising, and experience in the health sector. Further work will be done on board policy going forward. A Director of Advancement and Alumni, Emmy Stuebing, has been hired and will begin on October 31. She is from the Edmonton Public Library. She is the first in the role at the college.

4. Education Council

Nigel Giuliany, Education Council Liaison, noted the minutes from the May 18, 2016 meeting was included in the agenda package. At the last meeting Stephen Bishop was elected as the chair of Education Council. Stephen advised his first meeting as Chair will be next Wednesday. This year Education Council will focus on policy development, led by an active sub-committee run by Steven Rumpel and Katie Shaw. As Chair, Stephen plans to bring items forward that have been put off by moving them to the top of the agenda.

5. Pacific Institute for Sport Excellence (PISE)

Stephen Chang, PISE Board of Directors member, noted the AGM will take place on September 28. The track is complete and the cost was covered by donors. A grand opening to thank the donors will be held on October 12. The budget for the track was \$1.2M.

V BOARD COMMITTEE REPORTS**1. Award for Innovation Sub-Committee**

Ron Rice reported the first meeting for the next year was in May, at which the committee membership was put in place. Because of the earlier start, the process will be ahead by two months over this time last year. The first prize winners from 2016, Athletic and Exercise Therapy Clinic, chose to build an "Exercise Library" that will involve documents with photos and videos on how to do each movement. The runner-up prize winners, Diabetes and Exercise Education Program (DEEP), will run a second DEEP program (maintenance program) Tuesday and Thursday evenings for the month of September.

2. Executive Committee**i) Five-Year Capital Plan**

Shane Busby, VP Administration, noted each year the Ministry of Advanced Education requires all post-secondary institutions to submit a five-year capital plan. The top five priorities are in the package. If the College receives approval for the health building, another infrastructure project will be added to the list.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE SUBMISSION OF CAMOSUN COLLEGE'S FIVE YEAR CAPITAL PLAN (2017/18 to 2021/22) TO THE MINISTRY OF ADVANCED EDUCATION.

CARRIED

ii) Program Cancellation Request

Sherri Bell, President, advised there is no net gain or loss to the cancellation.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE PROPOSED CANCELLATION OF THE PROGRAM 'ADVANCED DIPLOMA IN HUMAN RESOURCE MANAGEMENT'.

CARRIED

iii) New Program Acceptance Request

Sherri Bell noted the proposed program will be offered as a post-degree program. It will be held partially on-line, partially on campus, and partially in adventure settings.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS ACCEPT THE PROPOSED NEW PROGRAM 'POST DEGREE DIPLOMA IN ADVENTURE EDUCATION'.

CARRIED

3. Finance Committee

i) The minutes from the March 21, 2016, Finance Committee meeting were included in the agenda package.

ii) Cindy Choi, Chair, Finance Committee, gave a report on the September 6, 2016, meeting. The committee received the financial management report for the first three months. Deborah Huelscher, CFO, gave a high level summary. As the first months are the least active, a full review will be done after September 30. Both domestic and international enrolments are ahead of target. Overall revenue is ahead of budget, but is offset by expenses resulting in a negative variance of \$18K. Increased grant revenues include one-time AVED funding for additional health seats and increased tuition revenue. The forecast is for a balanced budget of \$120M at March 31, 2017.

a) Financial Information Act Report

Deborah Huelscher, CFO, advised the financial information act report in the package is filed every year with the Ministries of Advanced Education and Finance in a format required by the Government. It includes a statement of remuneration for the Board of Governors for the last fiscal year. All employees making more than \$75K are listed with their expenses. All suppliers who received over \$25K are listed.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE 2015/2016 FINANCIAL INFORMATION ACT REPORT AND AUTHORIZE ITS SUBMISSION TO THE MINISTER OF FINANCE AND THE MINISTER OF ADVANCED EDUCATION.

CARRIED

VI APPROVAL OF THE MINUTES

The minutes of the June 13, 2016 meeting were approved as distributed.

VII NEW BUSINESS**1. Student Housing Update**

Sherri Bell, President, advised that should the health building receive approval, two large capital projects cannot be built on adjacent land at the same time. If the health building is approved, student housing construction at Interurban would not start until the health building is completed. Work will continue on all options for housing. It is hoped that due to the lack of rentals available in Victoria, there may be some changes in the regulations that do not allow post-secondary institutions to carry debt.

2. President's Annual Plan 2015-16 and 2016-17

Sherri Bell added a status report at the end of every goal in last year's annual plan. The biggest part of her 2016-17 plan is leading the action plan and implementation of the Strategic Plan. Her focus will be external, while continuing to build the internal. She will enhance communication, as it was as a priority in the employee engagement survey. She will continue to work with leadership to build capacity within.

3. Board Self-Evaluation 2015-16

Russ Lazaruk, Chair, noted the summary is in the package and asked for questions and comments. The survey went out in summer so next year it will be distributed earlier. The input received is valuable.

4. Risk Management

Shane Busby, VP Administration, reported the risk register is built on last year's register. All shown are medium or high risks. The new trades building was removed as it is now complete. There have been some amendments to the mitigation strategies. Russ Lazaruk advised the board should pay close attention to the register as part of its fiduciary responsibility.

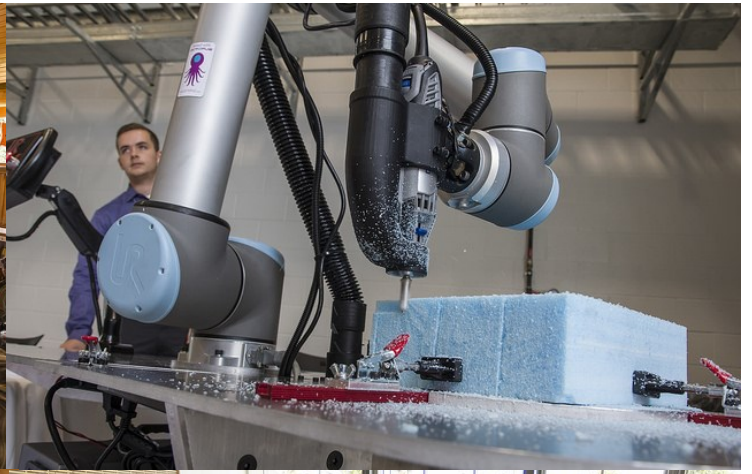
VIII ADJOURNMENT

The meeting was adjourned at 6:20 pm.

Russ Lazaruk, Chair

Date

Heather Martin, Recorder



2016 Fall Term

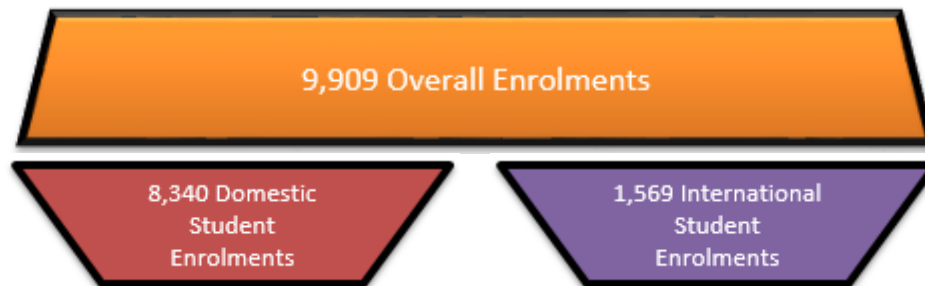


Enrolment Report

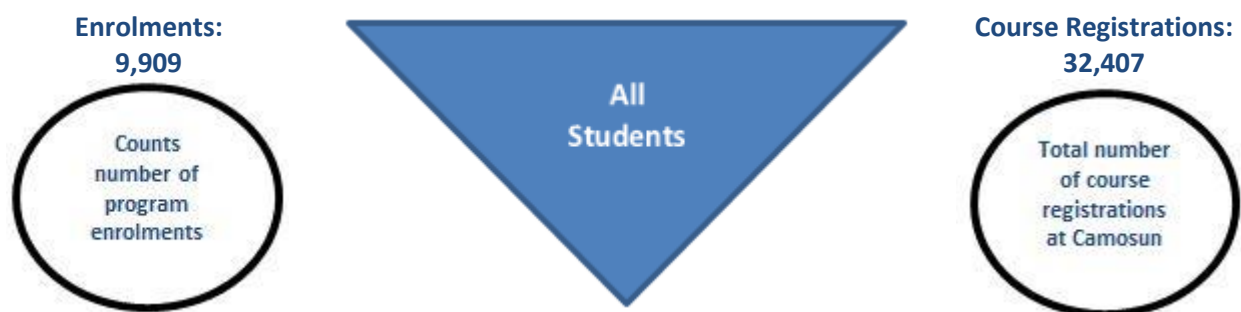
November 2016 Board Meeting

Executive Summary

This report highlights a variety of enrolment statistics for regular programming in the Fall 2016 Term at Camosun College as of the September 20, 2016 fee deadline / stable enrolment date. This results in a point-in-time snapshot, which is valid for year-over-year comparisons but not a reflection of annual activity or necessarily all activity for the semester. *(please see the Appendix for a Glossary of Key Terms)*



- The overall number of enrolments for all students at Camosun College was 9,909 for the Fall 2016 Term, which was up by 7.2% from the previous Fall Term.
- The number of enrolments for Domestic Students at Camosun College was 8,340 for the Fall 2016 Term. This was an increase of 5.0% from the previous Fall Term, which stood at 7,945.
- There was a record number of International Students at Camosun for the Fall 2016 Term with 1,569 program enrolments. With program enrolments of International Students in Fall 2015 at 1,298, there was an increase of 20.9% for the Fall 2016 Term.
- Overall enrolments from the Summer Term in 2016 remained consistent with the previous Summer Term, moving from 4,400 in 2015 to 4,366 in 2016.



All Students

The overall number of enrolments for all students at Camosun College was 9,909 for the Fall 2016 Term, which is up by 7.2% from the previous Fall Term. The most significant percentage change was the 19.0% increase in the School of Access, which rebounded from the previous year. There was a decrease in the School of Health and Human Services, primarily due to the move of the Indigenous Family Support program to Eyē? Sqā'lewen the Centre for Indigenous Education & Community Connections and the part-time Health Care Assistant program not being offered due to lack of funding.

Program Enrolments – measures the number of students who are registered in a given program by the school offering the program.

School / Centre	Fall 2015 (% of total)	Fall 2016 (% of total)	+/- and %
Access and Indigenous Education	1,233 (13%)	1,467 (15%)	+234 +19.0%
Arts and Science	3,329 (36%)	3,556 (36%)	+227 +6.8%
Business	2,061 (22%)	2,148 (22%)	+87 +4.2%
Centre for Sport and Exercise	391 (4%)	416 (4%)	+25 +6.4%
Health and Human Services	1,065 (12%)	998 (10%)	-67 (-6.3%)
Trades and Technologies	1,162 (13%)	1,313 (13%)	+151 +13.0%
Camosun College – Total*	9,243	9,909	+666 +7.2%

Course Registrations – student course registrations based on the school offering the course.

School / Centre	Fall 2015 (% of total)	Fall 2016 (% of total)	+/- and %
Access and Indigenous Education	2,468 (8%)	2,594 (8%)	+126 +5.1%
Arts and Science	11,930 (38%)	12,192 (38%)	+262 +2.2%
Business	7,225 (23%)	7,578 (23%)	+353 +4.9%
Centre for Sport and Exercise	1,402 (5%)	1,541 (5%)	+139 +9.9%
Health and Human Services	4,832 (16%)	4,451 (14%)	-381 (-7.9%)
Trades and Technologies	3,046 (10%)	3,638 (11%)	+592 +19.4%
Camosun College – Total*	31,108	32,407	+1,299 +4.2%

*note: total includes miscellaneous student activity coded to other areas of the college, does not equal 100%



Domestic Students

The overall number of enrolments for Domestic Students at Camosun College was 8,340 for the Fall 2016 Term, up 5.0% from the previous Fall Term. The schools with the largest increases were as follows: Access and Indigenous Education, up 198 or 22.5%; Trades and Technologies, up 162 or 15.4%; and Arts and Science, up 137 or 4.7%.

Program Enrolments – Domestic Students

School / Centre	Fall 2015 (% of total)	Fall 2016 (% of total)	+/- and %
Access and Indigenous Education	879 (11%)	1,077 (13%)	+198 +22.5%
Arts and Science	2,887 (36%)	3,024 (36%)	+137 +4.7%
Business	1,723 (22%)	1,670 (20%)	-53 (-3.1%)
Centre for Sport and Exercise	374 (5%)	391 (5%)	+17 +4.5%
Health and Human Services	1,028 (13%)	953 (11%)	-75 (-7.3%)
Trades and Technologies	1,052 (13%)	1,214 (15%)	+162 +15.4%
Camosun College – Total*	7,945	8,340	+395 +5.0%

Course Registrations – Domestic Students

The overall number of course registrations for domestic students increased by 1.2% from the previous Fall Term (26,804 in Fall 2016 up from 26,479 in Fall 2015). Each course registration is assigned to the school with the Department teaching the course, irrespective of the program.

School / Centre	Fall 2015 (% of total)	Fall 2016 (% of total)	+/- and %
Access and Indigenous Education	1,636 (6%)	1,817 (7%)	+181 +11.1%
Arts and Science	10,434 (39%)	10,369 (39%)	-65 (-0.6%)
Business	5,657 (21%)	5,451 (20%)	-206 (-3.6%)
Centre for Sport and Exercise	1,354 (5%)	1,442 (5%)	+88 +6.5%
Health and Human Services	4,618 (17%)	4,213 (16%)	-405 (-8.8%)
Trades and Technologies	2,603 (10%)	3,186 (12%)	+583 +22.4%
Camosun College – Total*	26,479	26,804	+325 +1.2%

*note: total includes miscellaneous student activity coded to other areas of the college, does not equal 100%



International Students

There was a record number of International Students at Camosun for the Fall 2016 Term at 1,569 program enrolments. With program enrolments of International Students in Fall 2015 at 1,298, there was an increase of 20.9% in the Fall 2016 Term. Most of the schools at Camosun had an increase in program enrolments of International Students from the previous year's term (please note – some students were enrolled in more than one program). The number of program enrolments for International Students by School is listed here in the following table:

Program Enrolments – International Students

School / Centre	Fall 2015 (% of total)	Fall 2016 (% of total)	+/- and %
Access and Indigenous Education	354 (27%)	390 (25%)	+36 +10.2%
Arts and Science	442 (34%)	532 (34%)	+90 +20.4%
Business	338 (26%)	478 (30%)	+140 +41.4%
Centre for Sport and Exercise	17 (1%)	25 (2%)	+8 +47.1%
Health and Human Services	37 (3%)	45 (3%)	+8 +21.6%
Trades and Technologies	110 (8%)	99 (6%)	-11 (-10.0%)
Camosun College – Total	1,298	1,569	+271 +20.9%

Additionally, course registrations increased across every School except Access and Indigenous Education, as listed in the following table:

Course Registrations – International Students

School / Centre	Fall 2015 (% of total)	Fall 2016 (% of total)	+/- and %
Access and Indigenous Education	832 (18%)	777 (14%)	-55 (-6.6%)
Arts and Science	1,496 (32%)	1,823 (33%)	+327 +21.9%
Business	1,568 (34%)	2,127 (38%)	+559 +35.7%
Centre for Sport and Exercise	48 (1%)	99 (2%)	+51 +106.3%
Health and Human Services	214 (5%)	238 (4%)	+24 +11.2%
Trades and Technologies	443 (10%)	452 (8%)	+9 +2.0%
Camosun College – Total*	4,629	5,603	+974 +21.0%

* note: total includes miscellaneous student activity coded to other areas of the college, does not equal 100%



Summer Term

Camosun College monitors the level of activity in its four month Summer Term (May through August). The tables below provide counts of regular programming in the third trimester, with the overall student headcount and a breakdown of course registrations by school. The overall number of student enrolments was relatively similar between 2015 and 2016. In looking more closely at the number of courses in which students registered for during the third trimester, Domestic Students had a decrease of 184 course registrations while International Students had an increase of 192 course registrations.

Student Headcounts	Summer 2015	Summer 2016
Domestic Students	3,713	3,643
International Students	687	723
All Students	4,400	4,366

Summer Term, Student Course Registrations by School – Domestic Students

	Summer 2015	Summer 2016
Access and Indigenous Education	1,027	902
Arts and Science	2,028	2,098
Business	1,345	1,466
Centre for Sport and Exercise	4	11
Health and Human Services	927	873
Trades and Technology	2,763	2,552
Total*	8,369	8,185

Summer Term, Student Course Registrations by School – International Students

	Summer 2015	Summer 2016
Access and Indigenous Education	343	326
Arts and Science	345	454
Business	559	532
Centre for Sport and Exercise	0	0
Health and Human Services	71	107
Trades and Technology	339	409
Total*	1,698	1,890

**note: total also includes miscellaneous student activity coded to other areas of the college*

Appendix

Glossary of Key Terms

2016 Fall Term:	This is the period of activity included in this report. It includes regular educational activity taken by Camosun college students in the Fall 2016 and Quarter 1 2016 terms as of the fee deadline date of September 20, 2016. (<u>note – this report excludes Continuing Education</u>)
Course registrations:	Count of individual registrations by students active on September 20, 2016. A single student will typically have multiple registrations in a term. Registrations are reported by the school that hosts the course and not the program that the student is enrolled in.
FTEs:	FTE or Full-Time Equivalents represent the amount of full-time activity students are taking. This methodology is based on the principle that each full-time student in a full-time program should generate 1.0 FTE in an academic year. The enrolments of part-time students are converted to full-time equivalents based on their course registrations as a proportion of a full-time course load. Variability in program length and requirements is included in these calculations.
Full-time / Part-time:	A Full-Time student is estimated to be one who takes at least 60% of a full-time course load.
Program enrolment:	Count of student participation in programs of study with at least one active course registration on September 20, 2016. A single student may be enrolled in more than one program. Enrolments are reported based on the school offering the program.
Stable Date / Fee Deadline:	For the Fall 2016 Term, the Stable Date / Fee Deadline is September 20, 2016. On this date the student is assumed to be permanently registered in their courses and can only continue or withdraw but not drop the course.
Student headcounts – New Students:	This is the unduplicated count of individuals taking activity in one or more courses on September 20, 2016. New students are considered to be students who have not registered in any courses prior to the Fall 2016 or Quarter 1 2016 terms.



BRIEFING NOTE

SUBMITTED BY: Steven Rumpel, Director, Education Policy & Planning
DATE: November 7, 2016
TOPIC: Education Policy Initiative

For Information

OVERVIEW

The Education Policy Initiative (EPI) has been undertaken to ensure robust practices and engagement are in place to address educational policy priorities at the college. The initiative is committed to meaningful engagement with stakeholders, valuing the integral knowledge and capacity of students, faculty, staff and community while undertaking a transparent, intentional and inclusive approach to policy development.

Strategic Context

A strategic role of policy and policy development is the capacity to reflect and embed organizational principles and values into practice. Policy decisions affect and influence behaviours – often through the establishment of standards, systems and processes – and guide the way we interact with learners at the college.

Whether through student research of our course offerings that are published to the web, interactions with the college through our admissions policy and processes, grading, student appeals, academic schedule production, assessment and transfer of prior learning, work-integrated learning, student accommodation, and much more – the educational elements we identify and articulate through educational policy have a direct linkage with and impact upon the educational and student experience delivered by the college.

Approach: Education Policy Initiative

Since its inception, the EPI has focused on 4 distinct areas, all which contribute to establishing a solid foundation and clear direction for robust engagement and policy development, as follows:

EPI Phase	Summary Description	Status
Planning, Business and Engagement Processes	Establishing clear protocols for policy development, including stakeholder communications, entry points for engagement, and governance structures.	Complete (January – March 2016). Policy approaches have been developed and communicated to stakeholders in the college community.
Needs Assessment	Undertaking a robust assessment of college policy needs (for review, renewal, development) to ensure efforts are focused in high priority areas.	Complete (March – May 2016). College-wide engagement undertaken. Over 200 responses received. Report published to college community in May 2016; priorities for policy development confirmed.
Education Policy Framework	Ensuring alignment with strategic and educational plans, and providing opportunity for college community engagement on key values and principles.	Underway. Values and principles supporting policy development validated through approach design and feedback. Further cross-college dialogue in planning phase.
Current Policy Work	Applying outputs from the above phases (business and engagement processes, prioritized policy needs, alignment with college values and principles) to policy development.	Underway. Current policies under development: <ul style="list-style-type: none"> • Sexual Violence and Misconduct • Involuntary Health & Safety Leave of Absence • Acceptable Use • Protected Disclosure

Approach: Policy Development

The following five-step policy development process has been designed, endorsed and is currently employed in all policy renewal/development efforts:



Policy Identification: a variety of tools are used to identify policy priorities, including but not limited to general policy review dates, legislative requirements, strategic priorities, and needs identified through needs assessments or feedback from the college community.

Policy Scoping Process: includes a review of leading practice, identification of key college stakeholders, a policy development engagement and work plan, identification and assessment of key policy elements that align with college priorities and needs, identification of potential risks, and articulation of potential resource implications.

Leadership Endorsement: The policy scoping document (produced in Step #2) is presented to the College Executive Team and, if endorsed, provides a clear roadmap for the policy development to move forward.

Policy Drafting and Feedback: Engagement activities, drafting and review move forward as per the approved work plan. All draft policies will be posted online for 4 weeks and include an online survey to support feedback from across the college community. Other consultation tools may include: focus groups, drop in feedback sessions, discussion forums or information sessions.

Policy Approvals and Implementation: Each college policy has an assigned policy holder and approval body. Once final feedback is received, the final draft is presented through the applicable governance structures (CET, EdCo, Board) for endorsement and formal approval. Communications to the college community then follows.

Upcoming Priority Policy Efforts

Following the current suite of policy development efforts, the following priority policy needs have been identified for review, renewal and/or development:

- Student Admissions
- Indigenization
- Student Inclusion and Diversity
- Student Progression

SUPPORTING DOCUMENTATION:

For additional information, the following is the link to policy information, practices and community engagement via Camosun.ca (*to be live on or before November 3rd, 2016*): <http://www.camosun.ca/policies>



BRIEFING NOTE

SUBMITTED BY: Steven Rumpel, Director, Education Policy and Planning
DATE: November 7, 2016
TOPIC: Sexual Violence & Misconduct Policy

For Information

OVERVIEW

In May 2016, the BC Government passed legislation requiring all post-secondary institutions to create a Sexual Violence and Misconduct Policy¹. This policy will require approval from the Board of Governors and the organizational Policy Holder will be the responsibility of the Vice-President, Student Experience.

Legislated Requirements

The policy is required to cover the following regarding sexual violence and misconduct:

- Sexual misconduct
- Sexual exploitation
- Sexual harassment
- Stalking
- Indecent exposure
- Voyeurism
- The distribution of a sexually explicit photograph or video of a person without consent
- The attempt to commit an act of sexual misconduct
- The threat to commit an act of sexual misconduct

Key requirements of the legislation include the following:

- Students be consulted during the policy development and for any review of the policy
- Education and training be part of the policy commitments
- Report to the Board of Governors once a year on the impact of the policy and outcomes from the education and training work
- Information to be gathered on sexual violence on campus for survey purposes
- Ministry of Advanced Education can survey the institution on the implementation of the policy at any time
- The policy must be maintained and available to the college community on an internet site maintained by or on behalf of the College

Overall Approach

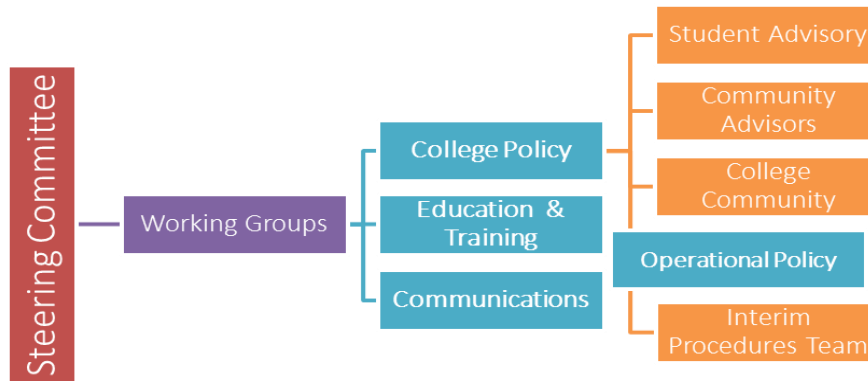
The college's response to the legislation is multifaceted, through: (i) college policy development, (ii) education and training, (iii) communication strategies, and (iv) operational policy enabling procedures.

The overarching response is being led through the Student Experience division, under the leadership of Vice-President, Joan Yates and Acting Associate Director of Student Services, Jodi Goodrick.

Development of the policy is moving forward under the leadership of Steven Rumpel, Director, Education Policy and Planning and Katie Shaw, Manager, Education Policy.

¹ The Sexual Violence & Misconduct Policy Act can be found in full here: <https://www.leg.bc.ca/parliamentary-business/legislation-debates-proceedings/40th-parliament/5th-session/bills/first-reading/gov23-1>

The following is the overarching structure associated with the College’s response:



The four working groups associated with the policy development have been established and are actively meeting.

Current Status of Policy Development

Procedurally, development of the Sexual Violence and Misconduct Policy aligns consistently with the CET- and EdCo-endorsed educational policy development process for the college. At current, the *policy scoping process* is now complete and development efforts are moving into the *policy drafting and feedback* stage. To support meaningful engagement of the college community, a number of engagement and consultation strategies have been developed, and are described below.

Next Steps: Engagement and Consultation

Phase & Timeline	Strategy	Key Activities
Phase 1: Education and Awareness Building Nov – Dec 2016	Communications	<ul style="list-style-type: none"> • Camosun.ca Policies webpage on SVMP developed and launched • Information rack cards • Student Society APP • College Communications – CamNews
	Education & Training	<ul style="list-style-type: none"> • Consent Education Workshops (total of 4) • Free and facilitated by students • Open to all students, staff, faculty, and leadership
	College Presentations	<ul style="list-style-type: none"> • Policy overview and dialogue sessions with College leadership team, departments and administrative units
	Online Survey	<ul style="list-style-type: none"> • General feedback and information gathering survey
	Reporting Out	<ul style="list-style-type: none"> • VP Student Experience to report out on summary from engagement activities
Phase 2: Draft Policy Review and Feedback Jan – Feb 2017	Communications	<ul style="list-style-type: none"> • Camosun.ca webpage draft college policy posted (4 weeks) • Policy information poster • College Communications / Announcements
	Focus Groups	<ul style="list-style-type: none"> • Key Stakeholder focus groups across students, staff, leadership, faculty and administration
	Online Feedback	<ul style="list-style-type: none"> • Online feedback survey will be open for 4 weeks
	College Community Feedback Sessions	<ul style="list-style-type: none"> • 2 College Community drop in sessions: feedback on policy, brainstorming and visioning for education and training and information from community service providers
	Reporting Out	<ul style="list-style-type: none"> • VP Student Experience to report out on summary from engagement activities

October 27, 2016

Our Ref. 103361

Dear Board Chairs, Public Post-Secondary Institutions:

Please find attached the draft 2017/18 Mandate Letter for public post-secondary institutions, for review by your board.

An annual Mandate Letter signed by all board members is a deliverable under the Taxpayer Accountability Principles. The 2017/18 Mandate Letter is based on the template for all public sector organizations and outlines Government priorities for the public post-secondary system. The priorities are long-term commitments and build upon those in the previous Letters.

I invite you to provide input on the draft Letter, particularly the strategic priorities. Please direct your comments to Ms. Sandra Carroll, Deputy Minister **by November 18, 2016**.

The final Letter will be informed by your feedback. I anticipate sharing a copy with you before the end of 2016. In order for all board members to sign the Letter soon after, I ask that this request be considered as you schedule upcoming board meetings.

Thank you for your consideration. I look forward to receiving your comments on the draft Mandate Letter.

Sincerely,

Andrew Wilkinson
Minister of Advanced Education

Attachment

pc: Ms. Sandra Carroll, Deputy Minister, Ministry of Advanced Education
All Post-Secondary Institution Presidents
Ms. Robin Ciceri, President, Research Universities Council of BC
Ms. Ruth Wittenberg, President, British Columbia Association of Institutes and Universities
Mr. Colin Ewart, President, BC Colleges
All Post-Secondary Institution Board Chair Assistants
All Post-Secondary Institution President Assistants

2017/18 Draft Mandate Letter – for consultation

Date

Our. Ref. 103361

Full Address

Dear [Board Chair]:

This Mandate Letter confirms your institution mandate, provides Government's annual strategic direction and sets out key performance expectations for the 2017/18 fiscal year.

On behalf of the Province of British Columbia, thank you for your leadership and the contributions made by [Institution] over the past year. We recognize the efforts made in supporting the strategic actions outlined in the 2016/17 Mandate Letter, which continue to be priorities this year.

The BC Corporate Governance Framework takes a principles-based approach to providing direction for effective governance of ministries and public sector organizations. Since June 2014, the Taxpayer Accountability Principles (TAP) have provided guidance to ensure that the actions taken and services provided strengthen accountability and promote cost control, while meeting the public policy objectives established by Government on behalf of the citizens of BC.

It is critical that institutions operate as efficiently as possible, in order to ensure that British Columbians are provided with effective services at the lowest cost possible. This requires constant focus on maintaining a cost conscious and principled culture through the efficient delivery of services that stand the test of public scrutiny and help to develop a prosperous economy in an environmentally sustainable manner. This is critical to Government's commitment to control spending and balance the budget.

Government is making open information a priority across the public sector to enhance transparency and accountability in the delivery of programs, public services and the use of public resources,.

Government is responsible for providing funding, setting the legislative, regulatory and policy frameworks in which public post-secondary institutions operate along with establishing the institution's mandate. This includes the following statutory provisions:

[Relevant legislative references to be added in final letter to each institution]

Within the terms of the legislation, the [Institution] will, in fulfilling its mandate, consider strategic priorities of Government when allocating institutional resources.

The strategic priority actions of Government for 2017/18 are:

- Develop and implement an updated Skills Gap Plan, in alignment with priorities of the BC Skills for Jobs Blueprint;
- Continue to deepen BC's talent pool, in support of the #BCTECH strategy, ensuring opportunities for students in the technology sector;

- Work in partnership with the Government and Aboriginal communities, organizations and institutes to implement the Aboriginal Post-Secondary Education and Training Policy Framework and Action Plan to increase the participation and success of Aboriginal learners;
- Continue to deliver on provincial priorities for international education, including pursuing opportunities to advance the two-way flow of students, educators and ideas [For NVIT only:](Nicola Valley Institute of Technology is exempt from the requirement to increase international students);
- Continue to actively participate in the development and implementation of a common application system for all public post-secondary institutions in the province; [For UBC, UVic, UFV, UNBC, BCIT, Okanagan College, Langara, RRU only:] and develop a strategy to fully onboard to EducationPlannerBC application services at your institution;
- Promote safe campuses by developing policies and actions to prevent and respond to sexual misconduct and assault of all forms;
- Meet or exceed the financial targets identified in the Ministry's three-year Service Plan as tabled under Budget 2017, including maintaining balanced or surplus financial results; and
- Continue to maximize the efficient use of public post-secondary administrative resources through participation in the Administrative Service Delivery Transformation initiative.

Principled public sector governance remains a priority for Government. Public post-secondary institutions are expected to undertake comprehensive professional development to enhance orientation of their board members and senior executives. Government will be providing programs and resources designed to assist with orientation and to ensure understanding of the accountabilities and expectations of public sector boards and organizations. For detailed information about TAP directives, please refer to the following link, [Taxpayer Accountability Principles](#).

The Ministry will continue to strengthen the relationship with public post-secondary institutions. This focus on increased two-way communication ensures a common understanding of Government expectations. Timely communication of emerging issues that may affect the operation of [Institution] or the interests of Government, including any risks to achieving financial and performance targets, is critical to building trust and effectively delivering public services. TAP is embedded in Institutional Accountability Plans and Reports and this will support board chairs in assessing and communicating the institution's overall performance.

In addition, it is expected that your institution will continue to be diligent in ensuring familiarity with and adherence to statutory obligations and policies that have broad application across the public sector. Please refer to the following link for a summary of these accountabilities: [Public Service Organization Accountabilities](#).

As public post-secondary institutions that receive funding from the Government, institutions are expected to conduct their affairs in a manner consistent with the legislative, regulatory and policy framework established by Government and share in upholding TAP. This includes:

1. Adhering to the policy, guidelines and directions of the Public Sector Employers' Council regarding executive compensation and the management freeze that remains in place, recognizing the fiscal reality facing the provincial public sector.

[For SFU and UBC only]

2. Negotiating settlements with unionized employee groups consistent with the Economic Stability Mandate for all collective agreements that expire on or after December 31, 2013.
3. Ensuring that institutional operational and financial activities, including procurement and travel, are conducted consistent with Government standards for cost-consciousness and the most cost-effective use of taxpayer resources.
4. Conducting board matters in accordance with the Orientation for B.C. Public Post-Secondary Institution Board Members guidelines.

[For Colleges and Institutes only]

5. Ensure board remuneration rates comply with Order in Council 180/95 and that remuneration is publicly disclosed annually on the institution or Ministry website as required by the Treasury Board Directives.

The Core Policy and Procedures Manual of Government can be found for reference at <http://www.fin.gov.bc.ca/ocg/fmb/manuals/CPM/CPMtoc.htm> and other supporting documents found on the Public Sector Employers' Council Secretariat website at <http://www.fin.gov.bc.ca/psec/>.

The Ministry has posted the annual reporting requirements for public post-secondary institutions on its website. This document outlines the statistical, financial and performance reports for the fiscal year. The Institution agrees to meet these requirements by providing the reports and high quality data necessary for Government to carry out its responsibilities.

Public post-secondary institutions are required to identify major capital projects, including information technology projects, through quarterly reporting to the Ministry. This includes capital projects with a total cost greater than \$50 million, regardless of funding source.

Each board member is required to acknowledge the direction provided in the Mandate Letter by signing this letter. The Mandate Letter is to be posted publicly on your institution website, and a copy signed by all board members provided to the Ministry and made available to the public upon request.

I look forward to our regular meetings focusing on strategic priorities, performance against TAP, and working together to protect the public interest at all times.

Sincerely,

Andrew Wilkinson
Minister

Attachment: Taxpayer Accountability Principles

pc: Distribution List Follows

pc: Honourable Christy Clark
Premier

Ms. Kim Henderson
Deputy Minister to the Premier and Cabinet Secretary

Ms. Athana Mentzelopoulos
Deputy Minister
Ministry of Finance

Ms. Sandra Carroll
Deputy Minister
Ministry of Advanced Education

Cheryl Wenezenki-Yolland
Associate Deputy Minister
Ministry of Finance

DRAFT

As members of the «Institution_Name» Board of Governors, we individually and collectively acknowledge our statutory obligations to act in the best interests of «Institution_Name» and affirm as Board Members to take into account the Taxpayer Accountability Principles in exercising our duty.

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Appointed/Elected Member

Signature
Name
Chair of the Board/Chair, Board of Governors

Signature
Name
President (and Vice Chancellor/CEO)

B.C. Taxpayer Accountability Principles

Further information available at: <http://gov.bc.ca/crownaccountabilities>

- | | |
|--|---|
| 1 Cost Consciousness (Efficiency) | Strengthen cost management capabilities and foster a culture of cost-consciousness at all levels of public sector organizations. Provide public services and programs as efficiently and effectively as possible to “bend the cost curve” and support sustainable public policies and programs as a lasting legacy for generations to come. |
| 2 Accountability | Transparently manage responsibilities according to a set of common public sector principles in the best interest of the citizens of the province. By enhancing organizational efficiency and effectiveness in the planning, reporting and decision making, public sector organizations will ensure actions are aligned with government’s strategic mandate. |
| 3 Appropriate Compensation | Comply with a rigorous, standardized approach to performance management and employee compensation, which reflects appropriate compensation for work across the public sector that is consistent with government’s taxpayer accountability principles and respectful of the taxpayer. |
| 4 Service | Maintain a clear focus on positive outcomes for citizens of British Columbia by delivering cost-efficient, effective, value-for-money public services and programs. |
| 5 Respect | Engage in equitable, compassionate, respectful and effective communications that ensure all parties are properly informed or consulted on actions, decisions and public communications in a timely manner. Proactively collaborate in a spirit of partnership that respects the use of taxpayers’ monies. |
| 6 Integrity | Make decisions and take actions that are transparent, ethical and free from conflict of interest. Require the establishment of a strong ethical code of conduct for all employees and executives. Serve the citizens of British Columbia by respecting the shared public trust and acting in accordance with the taxpayer accountability principles. |