



BOARD OF GOVERNORS

REGULAR MEETING AGENDA

MEETING: Monday, April 3, 2017
TIME: 5:00 pm
LOCATION: Paul Building, Room 216
CAMPUS: Lansdowne Campus

BOARD MEMBERS:

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

ADMINISTRATION:

John Boraas, VP Education
Shane Busby, VP Administration
Deborah Huelscher, Chief Financial Officer
Geoff Wilmshurst, VP Partnerships
Joan Yates, VP Student Experience

GUESTS: Graham Knipfel, Manager International
Partnerships & Projects

REGRETS: Bill Gyles
Barbara Severyn, Exec Dir, Human Resources

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.

		PAGE
I	CALL TO ORDER	
II	APPROVAL OF THE AGENDA	
III	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] (Ayers/Giuliany)	
i)	Minutes of the February 22, 2017 meeting	attachment 4
5.	Pacific Institution for Sport Excellence [5 min] (Chang)	no attachment

PAGE

IV BOARD COMMITTEE REPORTS

- | | | |
|--|---------------|----|
| 1. Executive Committee [5 min] (Lazaruk) | no attachment | |
| 2. Finance Committee [15 min] (Choi) | | |
| i) Minutes from the January 30, 2017 meeting | attachment | 9 |
| ii) Report from the March 27, 2017 meeting | | |
| a) 2017/2018 Operating Budget * | attachment | 11 |

V APPROVAL OF THE MINUTES

- | | | |
|---|------------|----|
| 1. Minutes of the March 6, 2017 meeting [2 min] (Lazaruk) | attachment | 12 |
|---|------------|----|

VI NEW BUSINESS

- | | | |
|---|---------------|--|
| 1. Strategic Plan –
Internationalisation: Global Partnerships [15 min] (Knipfel) | no attachment | |
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VII ADJOURNMENT

- | | | |
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| * Requires a decision. See Page 3 for the proposed motions. | attachment | 3 |
|---|------------|---|

CORRESPONDENCE [nil]



BOARD OF GOVERNORS

MOTIONS

Monday, April 3, 2017

IV BOARD COMMITTEE REPORTS

2. Finance Committee

ii) 2017/2018 Operating Budget

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE COLLEGE'S BUDGET FOR THE FISCAL YEAR 2017/18 WITH TOTAL REVENUE AND TOTAL EXPENDITURE OF \$130,031,168 RESULTING IN A BALANCED BUDGET.



Minutes

Wednesday, Feb 22, 2017

4:00-6:00 pm

CC 321, Interurban

Present

Alison Bowe, Faculty
 Bijan Ahmadi, Faculty
 Cindy Drover-Davidson, Support Staff
 Cynthia Wrate, Faculty
 Dominic Bergeron, Administration
 John Boraas, Administration
 Leslie Martin, Support Staff
 Nigel Giuliany, Board of Governors
 Scott Harris, Administration

Shelley Butler, Perm. Secretary
 Sherri Bell, President
 Steven Rumpel, Administration
 Tim Ayers, Faculty (Acting Chair)
 Connie Klassen, ICC Chair
 Emara Angus, Student
 Peter Ove, Faculty
 Zachary Snow, Student

Regrets/Absent

Brent Wasserman, Faculty
 Corrine Michel, Indigenization Coordinator
 Mitch Auger-Langejan, Student

Shohreh Hadian, Faculty
 Sukhdeep Kaur, Student

Guests

Katie Shaw, Office of VP Education

Darlaine Jantzen, Nursing

ITEM	PRESENTER
A. Call to order and Declaration of Quorum The Regular Meeting was called to order at 4:03 by Tim Ayers, Education Council Acting Chair.	Tim Ayers
B. Acknowledgement of Coast Salish Territory <i>Tim acknowledged the territory. 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. http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html</i>	Tim Ayers
C. Round-Table Check-In Tim requested council members partner together and take turns sharing what they appreciate about one another.	Tim Ayers

D. Acceptance of Agenda	Tim Ayers
The Feb 22, 2017 agenda was approved by unanimous consent with one correction, the addition of the proposed revision to the Community, Family and Child Studies program to the ICC Monthly Report.	
E. Minutes for Approval	Tim Ayers
The Jan 25, 2017 minutes were approved by unanimous consent.	
F. Reports	
1. Acting Education Council Chair	Tim Ayers
<p>Tim informed Education Council that:</p> <ul style="list-style-type: none"> the Executive Committee approved the expedited implementation for the proposed Bachelor of Science in Nursing program and course changes; and all elected members of Education Council except for Patrick are up for re-election. Members can get information on the upcoming election from the events page on the College intranet site. 	
2. VP Education	John Boraas
John expressed his gratitude for the Camosun College Connections Day of Reconciliation event on Feb 17. He noted that an estimated 700 people attended the inspirational and hope-filled event.	
3. Board Member	Nigel Giuliany
Nigel noted the Board received a presentation from Steven on the Sexual Violence and Misconduct policy, an update by Shane Busby on the new health building, and an update from Sherri Bell on the reinvestment of 2016 funds.	
G. Committee Reports	
1. Awards	Dominic Bergeron
No update from Dominic as the committee has not met. The Committee will meet in May to select students for the various awards.	
2. Education Council Policy and Standards Committee	Steven Rumpel
See Presentation and discussion section.	
H. Presentations and/or Discussions	
1. Education Policy Update	Steven Rumpel and Katie Shaw
Katie and Steven presented the Involuntary Health and Safety Leave of Absence Policy to council for approval. In alignment with the College's Student Mental Health and Wellbeing Strategy, the Education Policy Initiative has worked in tandem with a variety of college stakeholders to develop a non-punitive, health and wellness-centered approach to supporting students in time of health and safety need. The objective of this policy is to provide clear, consistent principles and commitments the College can apply when it is determined that a student requires a leave of absence from their course work and/or the college community due to health and/or safety issue(s).	

This policy will be used as a final option for withdrawal, and only after all other avenues have been considered that may enable a student to remain in their coursework, including potential accommodations and supports.

Following significant consultation and engagement through the policy development process (see Appendix A), including dedicated consultation sessions with Education Council in October 2016 and January 2017, feedback received on the draft policy has been incorporated (see Appendix B). A final legal review of the policy draft was completed by Harris & Co. legal firm in February 2017.

Questions and discussion followed. Discussion included but was not limited to:

- *A request that it be made clear in the policy (section 3.5) the CCSS and the Ombuds are student supports that are available.*
- *We should keep the policy as generic as possible so as not to narrow its scope, and any specific procedures or supports should be noted in communication materials to students.*
- *How does this policy apply to South Island Partnership (SIP) and other underage students? This should be examined in more detail.*
- *We should consider the policy, associated procedures, and associated assessment of the policy effectiveness when considering the approval of policy.*

Motion: It was moved by Steven Rumpel and seconded by Cynthia Wrate that Education Council approves the Involuntary Health and Safety Leave of Absence Policy.

Motion Carried
1 abstention

I. Integrated Curriculum Committee Report

PRESENTATION 1

Darlaine Jantzen presented the revised Joint Degree Program in Nursing with the University of Victoria. Questions and discussion followed.

ACTION: Registrar's Office will work with Departments to determine if courses require new course codes, as this is an operational item not a curriculum matter.

Motion: It was moved by Zachary Snow and seconded by John Boraas that Education Council approves the following curriculum.

- Joint Degree Program in Nursing (JDPN) (IDS 2389)
 - NURS 110 (IDS 2366), NURS 111 (IDS 2367), NURS 132 (IDS 2368), NURS 133 (IDS 2369), NURS 142 (IDS 2370), NURS 143 (IDS 2371), NURS 160 (IDS 2372), NURS 190 (IDS 2373), NURS 180 (IDS 2374), NURS 181 (IDS 2375) – course title, short descriptions, pre-requisite, co-requisite, pre/co-requisites, course type, activity & hours, learning outcomes, credits
-

- NURS 232 (IDS 2376), NURS 233 (IDS 2377), NURS 242 (IDS 2378), NURS 243 (IDS 2379), NURS 260 (IDS 2380), NURS 290 (IDS 2381), NURS 280 (IDS 2382), NURS 281 (IDS 2383) – course title, short descriptions, pre-requisite, co-requisite, pre/co-requisite, course type, activity & hours, credits, learning outcomes
- NURS 332 (IDS 2384), NURS 342 (IDS 2385), NURS 360 (IDS 2386), NURS 380 (IDS 2387) – course title, short descriptions, co-requisite, pre/co-requisite, activity & hours, credits, learning outcomes

Motion Carried

8 yes, 1 no, 5 abstention

REGULAR CURRICULUM

Connie noted the following curriculum achieved 80% consensus for full recommendation by the ICC to move forward.

Motion: It was moved by Alison Bowe and seconded by Scott Harris that Education Council approves the following curriculum:

- Diploma in Hospitality Management Coop Appendix (IDS 2354) – eligibility
- HMG1 101 (IDS 2354) – pre-requisite
- ELD 073 (IDS 2416) – new course
- ELD 093 (IDS 2417) – new course
- IST 250 (IDS 2411) – new course
- Community, Family, and Child Studies (IDS 2400) – admission requirements, participation requirements, content, completion requirements, and recommended info

Motion Carried**J. By-Election of Chair and Vice-Chair****Connie Klassen**

Connie called for nominations from the floor for the position of Chair of Education Council

- Dominic Bergeron was nominated by Zachary Snow. Dominic declined the nomination.
- Tim Ayers was nominated by Cynthia Wrate. Tim accepted the nomination.

Tim Ayers was acclaimed as the Chair for the remainder of the 2016-2017 Education Council year (until July 31, 2017).

Connie called for nominations from the floor for the position of Vice-Chair of Education Council.

- Bijan Ahmadi was nominated by Emara Angus. Bijan initially accepted the nomination but then withdrew prior to the voting.
- Cynthia Wrate was nominated by Zachary Snow. Cynthia declined the nomination.
- Alison Bowe was nominated by Cynthia Wrate. Alison accepted the nomination.
- Peter Ove was nominated by Zachary Snow. Peter declined the nomination.

Alison Bowe was acclaimed as the Vice-Chair for the remainder of the 2016-2017 Education Council year (until July 31, 2017).

K. Adjournment

Tim Ayers

The Meeting adjourned at 6:05 pm.



BOARD OF GOVERNORS

FINANCE COMMITTEE MINUTES

MEETING: Monday, January 30, 2017
TIME: 4:00 pm
LOCATION: Paul Building, Room 216, Lansdowne Campus

BOARD MEMBERS:

Cindy Choi, Chair
Sherri Bell, President
Joanne Cumberland
Russ Lazaruk
Laylee Rohani

RESOURCES:

Deborah Huelscher, Chief Financial Officer (CFO)

REGRETS: nil

BOARD ASSISTANT: Heather Martin

BOARD MEMBERS ATTENDING: nil

I CALL TO ORDER

Finance Committee Chair Cindy Choi called the meeting to order at 4:02 pm.

II APPROVAL OF AGENDA

The agenda was approved as presented.

III MINUTES OF PREVIOUS MEETING

The minutes of the November 7, 2016 meeting were approved as distributed.

IV NEW BUSINESS

1. Financial Management Report for the Nine Months to December 31, 2016

Deborah Huelscher, CFO, provided a summary level update on the financial results for the third quarter of the fiscal year. The results have been submitted to the Ministry of Advanced Education. The College Executive met with the Deans and Directors last week to review each area.

Overall, the budget is tracking \$2.2M ahead at December 31, 2016, which has allowed for reinvestment, and we expect to end the year with a small surplus. Winter enrolment has been confirmed with international numbers 200 ahead of target and domestic enrolment also showing a slight increase over last year.

Deborah reviewed the base operations, revenue and expenses, personnel, non-personnel, International Education, Continuing Education, contract and self-funded activities, ancillary services, applied research, and capital.

2. Update on 2016 Reinvestment

Sherri Bell, President, advised the report on 2016/2017 reinvestment had a strategic lens, and is not a financial document. The College took the year to identify what was important. The items are organized by the corner post of the Strategic Plan they fall under. The budget provided \$1.5M from international enrolment, but there was an additional \$1.5M from growth. The \$3M was split between operating and capital, ongoing and one-time. The Deans and Directors give the Executive their wish list every year. There are costs associated with the priorities in the plan, such as Truth and Reconciliation. Sherri will hold a cross-campus conversation at each campus to talk about reinvestment.

3. Budget Update for 2017/2018

Deborah Huelscher, CFO, advised the budget for next year will be rolled over on a status quo basis. There is an assumption of a modest growth in enrolment and an increase in capacity for reinvestment is expected. The Board Finance committee will be asked to make a recommendation at the end of March, for approval in April by the board.

V ADJOURNMENT

The meeting was adjourned at 5:03 pm.



BRIEFING NOTE

SUBMITTED BY: Deborah Huelscher
DATE: April 3, 2017
TOPIC: Operating Budget 2017-18

For Information:

For Decision: X

For Discussion:

1. OVERVIEW

All members of the Board of Governors received the full detail level of the 2017-2018 operating budget at the special Board Finance committee meeting on March 27, 2017. There was ample discussion with the opportunity for questions.

2. OPTIONS

- Approve the proposed 2017-18 operating budget. After meeting with the whole board, the Finance committee recommended that the board approve the proposed budget.
- Do not approve the proposed 2017-18 operating budget.

3. FINANCIAL IMPLICATIONS

The College has developed a balanced budget that reflects the planning priorities of the institution and allows for financial flexibility in order to mitigate potential future financial challenges. Following several years of financial challenges, our senior leadership team is very aware of the financial implications of every decision that is made, and they will continue to apply budget risk mitigation strategies to successfully manage the financial performance throughout 2017/18.

4. COMMUNICATIONS

Communication on the budget updates will continue throughout the year in CamNews announcements.

5. RECOMMENDATION AND OR MOTION

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE COLLEGE'S BUDGET FOR THE FISCAL YEAR 2017/18 WITH TOTAL REVENUE AND TOTAL EXPENDITURE OF \$130,031,168 RESULTING IN A BALANCED BUDGET.



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, March 6, 2017
TIME: 5:00 pm
LOCATION: Paul Building, Room 216, Lansdowne Campus

BOARD MEMBERS:

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

ADMINISTRATION:

John Boraas, VP Education
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: Scott Harris, Registrar

Dan Hodgson, Dir. of Institutional Research & Planning
Steven Rumpel, Dir., Education Policy & Planning
Katie Shaw, Manager, Education Policy
Ray Wolfe, Stantec Architecture

REGRETS: Bill Gyles

BOARD ASSISTANT: Heather Martin

I CALL TO ORDER

Russ Lazaruk, Chair, called the meeting to order at 5:03 pm.

II OATH OF OFFICE

Russ Lazaruk administered the Oath of Office for Tim Ayers, Chair, Education Council.

III APPROVAL OF THE AGENDA

The agenda was approved as distributed.

IV BOARD MEMBER REPORTS

1. Chair's Report

Russ Lazaruk, Chair, noted the board met just over two weeks ago. Russ continued meeting with Sherri Bell for planning. On February 9, Sherri Bell and Russ attended the annual Chartered Professional Accountants' Chinese New Year celebration. The auction raised \$4,629.56 for

Camosun's Chartered Professional Accounting student award. Cindy Choi was the MC for the event. Many faculty, students and senior administration attended. Education Council elected a new Chair, Tim Ayers, on February 22. The term is from Feb. 22 to July 31. The election will be held in May for the chair for the next term.

The elections for the internal seats on the Board of Governors and Education Council are underway. Nominations will take place from March 2 to March 15 with voting from April 3 to 5. There are two student seats available on the board whose term is August 1, 2017 to July 31, 2018. There are no faculty or support staff vacancies, as those seats have been filled until July 31, 2019.

Bob Strachan, former Chair of the Foundation Board, was awarded the CPABC Lifetime Achievement Award, which is a significant honour. Russ sent him a note of congratulations on behalf of the board.

The School of Trades and Technology invited Russ to the 'Skills Canada South Island Regional Competitions' lunch at the Interurban Campus on March 3. It is a competition across various trades, at the regional, provincial and national levels. The event attracted over 1000 K12 students.

2. President's Report

Sherri Bell, President, advised the college held 'Conversations Day' two weeks ago for the employees. The focus was on Truth and Reconciliation. Ron Rice attended. Chief Robert Joseph was the keynote speaker, and his daughter Shelley Joseph facilitated part of the morning. In the afternoon the departments worked on a different aspect from the morning. It was an extremely moving and powerful day and had a huge impact on moving the Truth & Reconciliation journey forward.

Camosun is hosting the Canadian College Athletic Association Women's Volleyball National Championships this week. A celebration will take place Wednesday, followed by the games Thursday through Saturday night.

Colleges & Institutes Canada (CICan) held their regional board meetings in Victoria in February. The group toured the Interurban campus, including Camosun Innovates. A team will attend the CICan national conference in May, as Camosun will be hosting it in Victoria in 2018. The whole board will be encouraged to attend in 2018.

The Government will proclaim March 7 as *BC Colleges Day* at the Legislature tomorrow. On Wednesday, the presidents will meet at the Interurban campus followed by a tour. The focus of the College Executive continues to be on the health building.

3. Foundation

Ron Rice, Foundation Liaison, noted the Foundation Board will meet on March 9.

4. Education Council

Tim Ayers, Education Council Chair, advised the minutes from the December 14 and January 25 meetings were included in the agenda package. Highlights from the February 22 meeting included two program revisions and the approval of the *Involuntary Health and Safety Leave of Absence* policy. Alison Bow is the new Vice Chair. There are eight vacant faculty and support seats.

5. Pacific Institute for Sport Excellence (PISE)

Stephen Chang, PISE Board of Directors member, reported that PISE has achieved charitable status which will be official in thirty days. The budget was balanced with a modest surplus.

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

Ron Rice, Chair, Award for Innovation sub-committee reported the deadline was extended to March 13 and the March meeting was delayed because no nominations were received.

2. Executive Committee

Russ Lazaruk, Chair, Executive Committee, reported they met last on February 20. They received an update from Shane Busby on the health building. They reviewed the Government Mandate Letter. A survey will be made of the board and Foundation Board to find out what is wanted on the agenda at the May joint meeting.

VI APPROVAL OF THE MINUTES

The minutes of the February 15, 2017 meeting were approved as distributed.

VII NEW BUSINESS**1. Electronic Voting for Elections**

Scott Harris, Registrar, was pleased to announce the pilot Electronic Voting system that will be used this spring for the elections to the Board of Governors and Education Council. It will be co-sponsored by the student society.

2. Health Building**i) Ray Wolfe, Stantec Architecture**

Ray Wolfe, Principal at Stantec Architecture, is the lead architect on the health building. They have been working on the building since December 22, 2016. The team at Camosun asked for an intra-professional space with connective entries and atriums. There will be collaboration hubs that are interdisciplinary, an outdoor space, and therapeutic garden with indigenous species. The Project charter created by Camosun is the driver. Ray provided an overview on the process, user engagement, and schedule. The building will last over 50 years, so it is being built for the future. They will use a systematic modular approach to construction in order to stay on schedule and remain flexible. It will be a lead gold building that is easy to maintain and operate.

ii) Risk Register

Shane Busby provided an overview of the risk register for the health building. Risk management is an integral part of the project planning. Currently there are over 100 risks on the register which are updated daily as they change constantly. The five key risks are: project cost escalation, completion date not achieved for SIF, permit delays, scope creep, and functional issues. All areas are on track. Contingencies have been built into the budget that are very specific. Geoff Wilmshurst is working on a campaign plan to raise \$5 to \$8M for Camosun's contribution.

3. Sexual Violence and Misconduct Policy

Steven Rumpel, Director, Education Policy, and Katie Shaw, Manager, Education Policy, advised the draft Sexual Violence and Misconduct policy and an extensive briefing note were in the agenda package for review and feedback. Two legal reviews and six months of consultation with internal and external stakeholders have been completed. The legislative requirements were highlighted in the briefing note, along with the matching sections in the policy. The operational guidelines are being developed in a parallel process to support the

policy. The policy will be effective May 15 in accordance with legislation, and a web page will be launched at the same time.

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE PROPOSED NEW POLICY 'E-2.9 SEXUAL VIOLENCE & MISCONDUCT' WHICH WILL GO INTO EFFECT MAY 15, 2017.

CARRIED

4. Winter Enrolment Report

Dan Hodgson provided an overview of the Winter Enrolment report, which was very positive. The report shows a point-in-time comparison of winter 2016 and winter 2017. There were 9,568 overall enrolments; 1566 international and 8,002 domestic. International enrolment is up 21.8% and domestic is up 0.9%. The majority of the schools showed an increase in program enrolments.

5. Government Mandate Letter

Russ Lazaruk, Chair, noted the Government Mandate Letter signature page has been circulated for all members to sign. The letter, with a comparison to last year, was in the agenda package.

VIII ADJOURNMENT

The meeting was adjourned at 6:52 pm.

Russ Lazaruk, Chair

Date

Heather Martin, Recorder