



BOARD OF GOVERNORS

REGULAR MEETING AGENDA

MEETING: Monday, October 1, 2018
TIME: 5:00 pm
LOCATION: Paul Building, Room 216
CAMPUS: Lansdowne Campus

BOARD MEMBERS:

Ron Rice, Chair
 Tim Ayers
 Sherri Bell, President
 Cindy Choi
 Joanne Cumberland
 Stefan Fletcher
 Brenda McBain
 Margie Parikh
 Emily Rogers
 Laylee Rohani, Vice chair
 Rob Smythe
 Al van Akker
 Phil Venoit
 Gultash Waraich

REGRETS:

Geoff Wilmshurst, VP Partnerships

ADMINISTRATION:

John Boraas, VP Education
 Shane Busby, VP Administration
 Deborah Huelscher, Chief Financial Officer
 Barbara Severyn, Executive Director, Human Resources
 Joan Yates, VP Student Experience

GUESTS:

Michelle Alto, Co-Chair, United Way Campaign
 Maria Bremner, Manager, Environmental Sustainability
 Richard Gale, Director, Camosun Innovates
 Janice Hanna, Director, Continuing Education & Contract Training
 Peter Moroney, Director, Education Planning & Policy
 Al Morrison, Co-Chair, United Way Campaign
 Quinn Park, Outreach Coordinator, CCSS
 Michel Turcotte, CCSS
 Fillette Umulisa, External Executive, CCSS

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	APPROVAL OF THE AGENDA	
III	GROUP PHOTOGRAPH	
IV	INTRODUCTIONS	
	1. Richard Gale, Director, Camosun Innovates	
	2. Janice Hanna, Director, Continuing Education & Contract Training	
	3. Peter Moroney, Director, Education Planning & Policy	
	4. Michelle Alto and Al Morrison, Co-Chairs, United Way Campaign	

	PAGE
V BOARD MEMBER REPORTS	
1. Chair’s Report [5 min] (Rice)	no attachment
2. President’s Report [5 min] (Bell)	no attachment
3. Foundation [5 min] (Fletcher/Wilmshurst)	no attachment
4. Education Council [5 min] (Ayers/McBain)	
i) Minutes of the June 20, 2018 Special and Regular meetings	attachments 3
5. Pacific Institution for Sport Excellence [5 min] (Venoit)	no attachment
VI APPROVAL OF THE MINUTES	
1. Minutes of the September 17, 2018 Inaugural and Regular meetings [2 min] (Rice)	attachments 8
VII NEW BUSINESS	
1. The Role of a Student Society in Colleges [15 min] (Park, Umulisa)	no attachment
2. Creativity & Innovation	
i) Awards [5 min] (Bell)	
ii) Camosun Farmer’s Market Project [15 min] (Bremner)	no attachment
VIII ADJOURNMENT	

CORRESPONDENCE [nil]



Approved Special Meeting Minutes

Wednesday June 20, 2018

4:00 – 4:10 Meeting

CC321, Interurban

Present

Alison Bowe, Faculty (V)

Andrea Kucherawy, Support Staff (V)

Bijan Ahmadi, Faculty (V)

Debbie Hlady, Administration (V)

Isabel Grondin, Faculty (V)

Jamie McPherson (V)

John Boraas, Administration (V)

Karen Lightbody, Faculty (V)

Karen Neilson, Faculty (V)

Maia Sampson, Student (V)

Peter Ove, Faculty (V)

Ryan Russell, Faculty (V)

Scott Harris, Administration (V)

Tia Primrose, Support Staff (V)

Tim Ayers, Faculty (V)

Connie Klassen, Special Meeting Chair

Melody Foreman, Permanent Secretary

Phil Venoit, Board

Sherri Bell, President

Todd Ormiston, Indigenization Coordinator

Regrets/Absent

Richard Stride, Administration (V)

Stephen Benecke, Faculty (V)

Wesley Paterson, Student (V)

Guests

Brent Wasserman, Faculty

Rashed Al-Haque, Education Policy Specialist

Meeting

A. CALL TO ORDER AND A DECLARATION OF QUORUM

The Special Meeting was called to order at 4:03 pm by Connie Klassen. Quorum was reached.

B. ELECTION OF 2018-2019 CHAIR

Connie informed the committee that Tim Ayers had submitted his name for consideration for the position of Chair of Education Council. Connie called for other nominations from the floor; there were no other nominations. Tim Ayers was declared the 2018-2019 Chair of Education Council.

C. ELECTION OF 2018-2019 VICE CHAIR

Bijan Ahmadi had submitted his name for consideration for the position of Vice-Chair of Education Council. Connie called for other nominations from the floor; there were no other nominations. Bijan Ahmadi was declared the 2018-2019 Vice-Chair of Education Council.

D. NEXT MEETING & ADJOURNMENT

The next regular meeting for the 2018-2019 Education Council will be on Wednesday, September 19, 2018, 4:00 – 6:00 pm, CC 321, Interurban campus. Connie adjourned the meeting at 4:08 pm.



Approved Minutes

Wednesday, June 20, 2018

4:00 - 6:00 pm,

CC 321, Interurban

Present

Alison Bowe, Faculty

Andrea Kucherawy, Support Staff

Bijan Ahmadi, Faculty (Vice-Chair)

Brent Wasserman, Faculty

Isabel Grondin, Faculty

John Boraas, Administration

Karen Neilson, Faculty

Karen Lightbody, Faculty

Peter Ove, Faculty

Scott Harris, Administration

Tia Primrose, Support Staff

Tim Ayers, Faculty (Chair)

Connie Klassen, ICC Chair

Melody Foreman, Permanent Secretary

Phil Venoit, Board of Governors

Sherri Bell, President

Regrets/Absent

Dana Campbell, Student

Isaiah Jurkuch, Student

Richard Stride, Administration

Stephen Benecke, Faculty

Patrick Jones, Faculty

Guests

Maia Sampson, Student

Ryan Russell, Faculty

Rashed Al-Haque, Education Policy Specialist

ITEM	PRESENTER
<p>A. Call to order and declaration of quorum</p> <p>The regular meeting was called to order at 4:10 pm by Tim Ayers, Education Council Chair. Quorum was reached. Tim welcomed new members and invited them to attend the last regular meeting of the academic year as guests (i.e., in no official capacity or role).</p>	Tim Ayers
<p>B. Acknowledgement of Coast Salish Territory</p> <p><i>Camosun College campuses are located on the traditional territories of the Lkwungen and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html</i></p>	Tim Ayers
<p>C. Round-Table Check-In</p>	Tim Ayers

ITEM	PRESENTER
Round table discussion: introductions and plans for summer.	
D. Acceptance of Agenda	Tim Ayers
The June 20, 2018 agenda was approved by unanimous consent with one amendment. Connie Klassen, Integrated Curriculum Committee (ICC) Chair, requested that the agenda be amended to include a “Curriculum Under Review” item in the ICC Report section as it is a standing item on the EdCo agenda.	
E. Minutes for approval	Tim Ayers
The minutes for May 16, 2018 were approved by unanimous consent.	
F. Reports	
1. Education Council Chair	Tim Ayers
Tim extended an invitation to new and current members to attend the upcoming EdCo retreat. The retreat had been tentatively scheduled for Friday, September 28. However, Sherri Bell, President, pointed out that the proposed date coincides with Orange Shirt Day and suggested rescheduling. The retreat will be held on Monday, September 24. Location TBD.	
2. VP Education	John Boraas
John Boraas expressed anticipation for the 2018 Graduation Ceremonies. He also reported that work on indigenization will be coming forward.	
3. Board Member	Phil Benoit
Phil Benoit reported on the board’s financial/budget agenda and provided an update on the new Centre for Health and Wellness at Camosun.	
Phil inquired what items would be most beneficial to share with EdCo and asked for guidance from Sherri. Sherri thanked Phil for attending EdCo and added that the board is also working on a campus plan and that an accountability document will be forthcoming.	
G. Presentation and Discussion	
Tim updated the committee on the review of section B. Terms of Membership in the EdCo bylaws. Item #5 will be adjusted as follows:	Tim Ayers
<p>In the event of a seat being vacated, the Chair will request that the Registrar fill the vacant seat as described in the “election rules”; and to ensure continuity of membership, the new member will serve for a full the remainder of the term, as permitted under the Act.</p>	
Tim reminded members of their roles and responsibilities as outlined in the bylaws and referred members to the section 5 b) which states:	

ITEM	PRESENTER
<p>When a member of the Council has not attended three (3) consecutive regular meetings, his/her that seat will be treated as a vacancy, unless excused by a resolution of the Council.</p>	
<p>Tim reported that as per the bylaws, Stephen Benecke's position is now vacant.</p>	
<p>Scott reported that there are eight students to be presented with the Governor General's Collegiate Bronze Medal at this year's Graduation Ceremonies.</p>	Scott Harris
G. Integrated Curriculum Committee Report	Connie Klassen
1. Curriculum for Presentation and Approval	Nil
2. Curriculum for Approval	Connie Klassen
<p>Whereas: The Integrated Curriculum Committee had consensus to recommend full approval of the curriculum.</p>	
<p>Motion: Be it so moved that Education Council approves changes to the following curriculum:</p>	
<ul style="list-style-type: none"> • CSEA 175 (IDS 3114) – Revision • ECET 282 (IDS 3126) – Revision • Associate of Arts Degree – PSYC (IDS 3096) – Revision 	
<p>Moved by: Isabel Grondin</p>	
<p>Seconded by: Bijan Ahmadi</p>	
Motion Carried	
<p>Whereas: The Integrated Curriculum Committee did not have consensus to recommend full approval of the curriculum.</p>	
<p>Motion: Be it so moved that Education Council approves changes to the following curriculum:</p>	
<ul style="list-style-type: none"> • ELC 150B (IDS 3098) – Cancellation • IMHA (IDS 3112) – Revision • MHA (IDS 3113) – Revision 	
<p>Moved by: Bijan Ahmadi</p>	
<p>Seconded by: Alison Bowe</p>	
Motion Carried	
3. Curriculum Under Review	Connie Klassen
<p>The following curriculum is under review and will come forward to ICC in the Fall:</p>	
<ul style="list-style-type: none"> • PN2BSN (IDS 3115) – New Bridging Program • NURS 112 (IDS 3116) – Addition 	

ITEM	PRESENTER
<ul style="list-style-type: none"> • NURS 252 (IDS 3117) – Addition • NURS 253 (IDS 3118) – Addition • NURS 233 (IDS 3132) – Revision • NURS 290 (IDS 3133) – Revision <p><https://hub.camosun.ca/sites/Education/icc></p>	
<p>4. Approved Category 3 Curriculum Changes</p> <p>Approved Category 3 (Dean Approval) and Category 3 (VP Ed Approval) (Program Suspensions) curriculum changes are accessible from the EdCo SharePoint site for members to review.</p> <p><https://hub.camosun.ca/sites/Education></p>	Connie Klassen
<p>H. Equity, Diversity and Inclusion Policy — Focus Group</p> <p>Alison and Rashed facilitated a focus group. Members were divided into groups of four and responded to a series of questions regarding issues surrounding equity, diversity, and inclusion. The responses will be used to inform the college’s Equity, Diversity and Inclusion policy.</p>	Alison Bowe/ Rashed Al-Haque
<p>I. Thank You to Outgoing Members</p> <p>Tim thanked the following outgoing members for the their service and dedication to EdCo:</p> <ul style="list-style-type: none"> • Brent Wassermann • Dana Campbell • Isaiah Jurkuch • Patrick Jones 	Tim Ayers
<p>J. Adjournment</p> <p>The meeting adjourned at 6:00 pm.</p>	Tim Ayers



BOARD OF GOVERNORS

INAUGURAL MEETING MINUTES

MEETING: Monday, September 17, 2018
TIME: 5:00 pm
LOCATION: Paul Building, Room 216, Lansdowne Campus

BOARD MEMBERS:

Tim Ayers
Sherri Bell, President
Cindy Choi
Joanne Cumberland
Stefan Fletcher
Brenda McBain
Margie Parikh
Ron Rice
Emily Rogers
Laylee Rohani
Rob Smythe
Al van Akker
Phil Venoit
Gultash Waraich

ADMINISTRATION:

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

REGRETS:

John Boraas, VP Education
Barbara Severyn, Executive Director, Human Resources

BOARD ASSISTANT: Heather Martin

I CALL TO ORDER

Ron Rice called the meeting to order at 5:00 pm.

II OATH OF OFFICE

Deborah Huelscher, Chief Financial Officer, administered the Oath of Office to Brenda McBain, Margie Parikh, Emily Rogers, Rob Smythe, and Gultash Waraich.

III ELECTION OF THE BOARD CHAIR

Deborah Huelscher declared the election open and called for nominations. Ron Rice was nominated and seconded for the position of Board Chair. No other nominations were put forward and Ron Rice was acclaimed for a term as Board Chair for the period of September 17, 2018 through August, 2019.

IV ADJOURNMENT

The meeting adjourned at 5:08 p.m.

Deborah Huelscher, Chief Financial Officer

Date

Heather Martin, Recorder



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, September 17, 2018
TIME: 5:15 pm
LOCATION: Paul Building, Room 216, Lansdowne Campus

BOARD MEMBERS:

Ron Rice, Chair
Tim Ayers
Sherri Bell, President
Cindy Choi
Joanne Cumberland
Stefan Fletcher
Brenda McBain
Margie Parikh
Emily Rogers
Laylee Rohani, Vice Chair
Rob Smythe
Al van Akker
Phil Venoit
Gultash Waraich

ADMINISTRATION:

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

GUEST:

Ian Humphries, Dean, School of Access & Eyē? Sqâ'lewen: CIECC
Janice Simcoe, Director, Centre for Indigenous Education & Community Connections (CIECC)

REGRETS:

John Boraas, VP Education
Barbara Severyn, Executive Director, Human Resources

BOARD ASSISTANT: Heather Martin

I CALL TO ORDER

Ron Rice, Chair, called the meeting to order at 5:15 pm.

II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

III ORIENTATION – FOLLOW UP PHOTOS

IV BOARD MEMBER REPORTS

1. Chair's Report

Ron Rice, Chair, welcomed the five new board members. Ron continued meeting President Sherri Bell for planning, updates, and for work on her Narrative 360. The Camosun Foundation provided an update on the Board of Governors Bursary, which recognises retiring board members. It was established in 2000 to benefit Camosun students who have financial need, are achieving satisfactory academic standing and are involved in community activities and volunteerism. It is given out annually. The total principal at Dec. 31, 2017 was \$48,445.

Sherri Bell and Ron held an orientation for the five new board members on August 30. They covered governance, the committee structure, the chair and president's roles, Education Council and Foundation, major projects, and the College structure and Strategic Plan. There was a new interactive format for the annual orientation for the whole board on September 6. Ron thanked all who attended and made it such a success.

In August Ron joined the Ministry steering committee for the Public Sector Governance Training workshop that will take place in Vancouver on September 20. Sherri Bell, Margie Parikh, Emily Rogers, and Phil Venoit and Ron will attend the training, which includes bargaining.

Phil Venoit is the new Pacific Institute of Sport Excellence (PISE) board liaison, Laylee Rohani is the new Chair of the Audit committee, Brenda McBain is the new Education Council liaison, and Rob Smythe will join the Board Finance committee.

The board members are invited to the Indigenous Students Annual Welcome Feast at the Songhees Learning and Wellness Centre on September 20 at 5pm. The board is invited to the College's Orange Shirt Day on September 28 at Na'tsa'maht to support the residential school survivors and their families. It is from 12:30 to 2:30 pm.

The next Education Council and Board elections will occur in October, but there are no vacancies on the board at this time.

2. President's Report

Sherri Bell, President, reported the school year start-up has been very active with CamFest at both campuses and welcome back events held in the schools. Human Resources and the Finance department processed 349 faculty appointments; which is more than any other year.

Last week Sherri attended Trades Training BC, BC Presidents, and Post-Secondary Employers' Association (PSEA) meetings in Vancouver. Government expressed a clear focus on women in trades and indigenous populations. Camosun's Janice Simcoe and Jamie VanDenbossche gave presentations. Deputy Minister Shannon Baskerville spoke on under-served populations, co-op education, applied learning, and the integration between business and post-secondary. Christina Zacharuk, CEO of the Public Sector Employers' Council spoke at the PSEA meeting. They are preparing bargaining for 180 collective agreements in the next round. This week Sherri will travel to Vancouver for a BC Council for International Education board meeting followed by the Public Sector Governance Workshop.

The Campus Plan steering committee met with consultants thinkspace and Stantec. In November they will host a town hall at each campus to which the board will be invited. They will present the draft plan to the board in December, and gather feedback. The Campus Plan will be presented to the Board by the consultants in March. The Campus Plan will look forward 20 to 30 years. Sherri spoke with the Ministry on what more is needed from the College to move forward on student housing, and will bring it back to the board when more is known. The Government is still gathering information on the areas of the Province that are most in need prior to decision making.

3. Foundation

Geoff Wilmshurst, VP Partnerships, provided an overview on fundraising since January. Overall, Advancement raised \$3,147,385, which is 75% more than last year. Trades received \$422K from

the Galen Weston Foundation for Trades education. This year we received \$984K in estate gifts and \$45K in Life Insurance benefits from donors. The health campaign is at \$2,941,102 or 57.42% of our goal. The Advancement team raised \$1,449,656 for the College from non-capital campaign solicitations, which is up 66% over last year. The average amount each donor gives is \$5,533. A campus-wide alumni engagement strategy is under development. On October 5, they will host an alumni appreciation lunch for the trades workers on the health building. There will be an alumni mixer in Vancouver on October 10. An alumni mixer will be held in Tokyo on October 25. Geoff will be in Tokyo at that time for the wedding of Her Imperial Highness Princess Ayako of Takamado, a former Camosun student. The Princess and her mother will attend the mixer.

4. Education Council

Tim Ayers, Chair, Education Council, noted the minutes from the May 16, 2018, meeting were included in the agenda package. Tim went over the highlights of the June 20, 2018, meeting. There are two student seats and one faculty seat available in the fall election. The Orientation will be held this Wednesday, and the retreat will be next Monday. Tim will address expedited approvals at the next meeting.

5. Pacific Institute for Sport Excellence (PISE)

The first meeting of the year is next week.

V BOARD COMMITTEE REPORTS

1. Executive Committee

Ron Rice, Chair, Executive Committee, reported that Scott Borland, CYGNUS Management Consultants Inc., provided an overview of the process for President Sherri Bell's Narrative 360. Scott will interview 10 people, and 17 will receive a survey. Scott will identify common themes in the results, and will work with the board Executive throughout the fall. It will be presented to the board in December.

i) Five Year Capital Plan

The Ministry of Advanced Education, Skills and Training requires post-secondary institutions to submit a list of the major capital projects for the upcoming five-year period. The board has to approve it prior to submission. The list is the same as last year, except that Ian Tol, Director, Facilities Services, updated the costing and scope for each project.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE SUBMISSION OF CAMOSUN COLLEGE'S FIVE YEAR CAPITAL PLAN (2019/20 to 2023/24) TO THE MINISTER OF ADVANCED EDUCATION, SKILLS & TRAINING.

CARRIED

2. Finance Committee

- i) The minutes from the April 3, 2018, Finance Committee meeting were included in the agenda package.
- ii) Cindy Choi, Chair, Finance Committee, gave a report on the September 4, 2018, meeting. They discussed a high level review of the first quarter which is April 1 to June 30. The budget is \$139M which is \$10M more than last year. \$2.5M has been reserved for the Campus Master Plan and intercampus move. There was a deficit balance of \$3.7M against a budgeted deficit of \$4.6M, as tuition is earned later in the year, but expenses are

consistent throughout. At June 30, we were ahead of target by \$.9M on a consolidated basis. The forecast is for a balanced budget at March 31, 2019.

a) Financial Information Act Report (FIA)

The FIA is an annual reporting requirement of Government. It begins with the statement of remuneration for board members. It includes the name, position, number of meetings attended in the previous fiscal year, and remuneration. The government is considering including travel costs in next year's report. Al van Akker's position will be corrected to 'elected employee'. Every employee earning over \$75K is listed with their expenses. The threshold was set in 2002 when \$75K was a significant amount, hence the length of the list. Vendors receiving payment over \$25K are also listed.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE 2017/2018 FINANCIAL INFORMATION ACT REPORT AND AUTHORIZE ITS SUBMISSION TO THE MINISTER OF FINANCE AND THE MINISTER OF ADVANCED EDUCATION, SKILLS & TRAINING, AFTER THE CORRECTION OF AL VAN AKKER'S POSITION TO 'ELECTED EMPLOYEE'.

CARRIED

VI APPROVAL OF THE MINUTES

The minutes of the June 11, 2018, meeting were approved as distributed.

VII NEW BUSINESS

1. Indigenization, Truth and Reconciliation

Janice Simcoe, Director, Centre for Indigenous Education & Community Connections (CIECC), provided an update. A Culture camp was held last September in which students met elders in a circle to learn the story of land. Camosun has an exchange program for our Indigenous students and New Zealand's Maori people. Later this week the 27th Annual Welcome Feast will welcome the students. Last year 350 delegates attended S'TENISTOLW 2017, Camosun's international conference on indigenous knowledge and pedagogy. 318 employees have taken the College's TELFIN TFE WILNEW (TTW) program on Indigenous world view, colonization, and teaching and learning.

Ian Humphries, Dean, School of Access & Eyē? Sqâ'lewen: CIECC, provided examples of the Truth and Reconciliation (TRC) calls to action. There are 39 recommendations in the Project Charter: 11 are complete; 2 have the foundation completed; 16 are ongoing and work has begun on the final 10. September 28 is the College's annual Orange Shirt Day, which promotes awareness of residential schools. Parking stalls for elders were installed at both campuses. Construction is underway on a 15 seat Camosun canoe for field trips, outdoor expeditions, and the annual canoe race. This year Camosun won the Colleges and Institutes Canada (CICAN) Indigenous Education Excellence Award. Camosun's practices are shared with other institutions at present, and Janice Simcoe will consider a business model template.

2. The Alex and Jo Campbell Centre for Health and Wellness Update

Shane Busby, VP Administration, provided an update on the progress of the building. The fundraising goal is \$5M, and \$2.9 has been achieved. The trades are on-site ten hours a day, six days per week to maintain the fast track schedule. There are currently 60 workers on site. There will be 240 parking stalls added behind the building. Substantial completion is expected in July 2019, and the target for opening is September, 2019.

3. Budget Reinvestment 2018/19

Sherri Bell reviewed the budget reinvestment for 2018/19. For the past three years reinvestments have been shown in the one-page format for clarity. The investments are categorised under the four corner posts of the Strategic Plan. The 'continuing' column shows items that will continue in the next fiscal budget. The process begins at the department and school levels, then goes to the College Executive Team who look at it strategically over the year. Last year \$2.8M was invested, and this year \$1.1M. The number of projects was cut back to fund the upcoming inter-campus move. The space vacated on both campuses may need renovation to be suitable for learning. A total of \$5M is held in reserve for the Campus Plan and moves.

4. Strategic Plan Progress Report

Sherri Bell, President, advised the Strategic Plan Progress Report is the framework, and behind it are other reports, documents, statistics, and data. It shows in snapshot form what is being worked on this year, and what we are working on next year. There will be a strategic focus area on each board agenda to inform the board and provide opportunities for questions. The target is incremental, consistent, and sustained improvement over time. The report is intended to be high level but will be adjusted in accordance to the board's requirements for detail and context. The Finance committee will review requirements at their next meeting. Government performance measures that must be reported on each year are found in the annual Institutional Accountability Plan and Report.

VIII ADJOURNMENT

The meeting was adjourned at 7:16 pm.

Ron Rice, Chair

Date

Heather Martin, Recorder