



BOARD OF GOVERNORS

REGULAR MEETING AGENDA

MEETING: Monday, June 10, 2019
TIME: 5:00 pm
LOCATION: Paul Building, Room 216
CAMPUS: Lansdowne Campus

BOARD MEMBERS:

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

ADMINISTRATION:

John Boraas, VP Education
 Deborah Huelscher, CFO & Interim VP Administration
 Barbara Severyn, Executive Director, Human Resources
 Joan Yates, VP Student Experience

INTRODUCTIONS:

Ted Pennell, CIO
 Rodney Porter, Executive Director, Communications and Marketing

REGRETS: Geoff Wilmshurst, VP Partnerships

EXECUTIVE 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 INTRODUCTION	
1. Ted Pennell, CIO	
2. Rodney Porter, Executive Director, Communications and Marketing	
IV 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] (Bryant)	no attachment
4. Education Council [5 min] (Ayers/McBain)	
i) Minutes of the April 17, 2019 meeting	attachment 4
5. Pacific Institution for Sport Excellence [5 min] (Venoit)	no attachment

V BOARD COMMITTEE REPORTS

1. Audit Committee [10 min] (Rohani)
 - i) Minutes of the January 8, 2019 Audit committee meeting attachment 8
 - ii) Report from the June 3 Audit committee meeting
 - a) Audited Financial statements for the Year Ending March 31, 2019 * attachment 9
 - b) Reappointment of the Auditor * attachment 31
 - c) Enterprise Risk Management Oversight no attachment
2. Executive Committee [5 min] (Rice) no attachment
 - i) Board Decision Making Policy Revision * attachment 32
 - ii) Board Executive Committee Terms of Reference Revision * attachment 39

VI APPROVAL OF THE MINUTES

1. Minutes of the May 13, 2019 meeting [2 min] (Rice) attachment 43

VII NEW BUSINESS

1. The Alex and Jo Campbell Centre for Health & Wellness Update [5 min] (Huelscher) no attachment
2. Campus Renewal Transition Plans for 2019-20 [10 min] (Huelscher) no attachment

VIII ADJOURNMENT

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

CORRESPONDENCE [nil]



BOARD OF GOVERNORS

MOTIONS

Monday, June 10, 2019

V BOARD COMMITTEE REPORTS

1. Audit Committee

ii) a) Audited Financial Statements for the Year ending March 31, 2019

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2019 AS PRESENTED.

b) Reappointment of the Auditor

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS REAPPOINT KPMG TO PERFORM THE AUDIT OF THE COLLEGE'S FINANCIAL STATEMENTS FOR THE REPORTING YEAR ENDING MARCH 31, 2020.

2. Executive Committee

i) BOARD DECISION MAKING POLICY – CHAIR ELECTION TIMING

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS REVISE THE 'G-1.3 BOARD DECISION MAKING' POLICY IN 'SECTION C. ELECTION OF THE CHAIR' TO:

- (i) MOVE THE TIMING OF THE BOARD CHAIR ELECTION FROM SEPTEMBER TO JUNE;
- (ii) HAVE THE OUTGOING CHAIR PRESIDE OVER THE ELECTION; AND
- (iii) HAVE THE NEW CHAIR ASSUME THE ROLE ON AUGUST 1.

ii) BOARD EXECUTIVE COMMITTEE TERMS OF REFERENCE REVISION

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO PARAGRAPH ONE AND THE DELETION OF LINE FOUR IN 'G-1.7 BOARD EXECUTIVE COMMITTEE TERMS OF REFERENCE'.



Approved Minutes

REGULAR MEETING

Wednesday, April 17, 2019

4:00 – 6:00 pm

P216, Lansdowne

Present

Voting Members

1. Alison Bowe, Faculty
2. Andrea Kucherawy, Support Staff
3. Brenda McBain, Board of Governors
4. Bijan Ahmadi, Faculty (Vice-Chair)
5. Debbie Hlady, Administration
6. Karen Lightbody, Faculty
7. Maia Sampson, Student
8. Peter Ove, Faculty
9. Ryan Russell, Faculty
10. Scott Harris, Administration
11. Tia Primrose, Support Staff
12. Tim Ayers, Faculty (Chair)
13. Faculty (Vacant)

Non-Voting Members

Melody Foreman, Permanent Secretary
 Peter Moroney, Education Policy & Planning
 Todd Ormiston, Indigenization Representative
 Sherri Bell, President

Regrets/Absent

Dylan Bystedt, Student
 Shane Nath, Student
 Richard Stride, Administration
 John Boraas, Administration
 Wesley Paterson, Student
 Karen Neilson, Faculty
 Isabel Grondin, Faculty
 Connie Klassen, ICC Chair
 Jamie McPherson, Faculty

Guests

Emily Schudel, CETL (Instructional Designer)
 Martha McAlister, CETL (Chair)

ITEM	PRESENTER
<p>A. CALL TO ORDER AND DECLARATION OF QUORUM</p> <p>The regular meeting was called to order at 4:03 pm. Quorum was reached.</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

C. ACCEPTANCE OF AGENDA**Tim Ayers**

The April 17, 2019 agenda was approved by unanimous consent.

D. MINUTES FOR APPROVAL**Tim Ayers**

The meeting minutes for March 20, 2019 were approved by unanimous consent.

E. REPORTS**1. Education Council Chair****Tim Ayers**

Tim Ayers reported the results of the EdCo Elections. He announced the Special Meeting to be held on May 15 to elect the 2019-2020 EdCo Chair and Vice- Chair.

2. VP Education**John Boraas**

No report

3. Board Member**Brenda McBain/
Sherri Bell**

Brenda McBain reported that the board met on April 8, 2019 and approved the college's Campus Master Plan. In addition, the board unanimously approved the Indigenous Priority Seating in the BSN program proposal put forward by EdCo. The board also approved a balanced budget, as required, of \$147,937,583.

F. COMMITTEE REPORTS**1. Education Council Policy and Standards Committee****Peter Moroney**

Peter Moroney reported that the Policy and Standards committee met on April 5, 2019. The committee discussed the recommendations and issues raised by EdCo at the March 20, 2019 meeting regarding the Grading Policy. The Policy and Standards Committee determined that the best approach at this time is to scale back the policy changes. The revised Grading Policy will address all of the key priorities identified by the Registrar; additional Grading Policy changes will be brought to EdCo for consideration at a future date.

Peter also reported that the Policy and Standards Committee discussed the Educational Quality Policy development project and was able to provide some context, including why the college is undertaking this initiative at this time and the approach that we want to take. The committee also established some guiding principles. Peter indicated that both the Quality Assurance Process Audit steering committee and the Policy and Standards committee will be supporting this work. The timelines are tight, and the policy will need to be considered by Educational Leadership Team (ELT) and EdCo.

Peter announced that the next Policy and Standards committee meeting will be April 29, 2019.

G. PRESENTATION AND DISCUSSION

CETL – Online Courses

Emily Schudel and Martha McAlister discussed with the committee how online and blended learning fit within the curriculum development and Education Approvals processes. The number of courses moving to online and blended learning is increasing, and ideally, the consultation with e-Learning would occur earlier in the process. They also informed the committee that they are holding an information session to introduce Kaltura (a streaming media tool that is coming to Camosun) on May 6.

Emily Schudel/
Martha McAlister

H. ITEMS FOR ACTION

Grading Policy**Motion (Amended):**

- amendment of Principle #4 as follows:

“4. Instructors are expected to manage and report students who do not attend the first class meeting and who do not contact the instructor prior to the first class meeting with a satisfactory explanation. These students are considered “no shows” and they will be withdrawn from the course. If there is a waitlist, the next waitlisted student will be offered the seat.”

- amendments to Section A of COM, DST and NC descriptions as follows:

COM	Complete: The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	Distinction: The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	Not Complete: The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

- amendments to Section B as follows:

Temporary Grade	Description
I	Incomplete: A temporary grade assigned when the requirements of a course have not yet been completed. Students must complete the course requirements within six (6) weeks of the “I” grade being assigned. Appears on the transcript.

IP	In Progress: A temporary grade assigned for courses that may require further enrollment in the same course. No more than two IP grades will be assigned for the same course. (For these courses a final grade will be assigned to either the 3rd course attempt or at the point of course completion.) Appears on the transcript.
----	---

Moved by: Alison Bowe
Seconded by: Debbie Hlady
Motion Carried

I. INTEGRATED CURRICULUM COMMITTEE REPORT (5 MIN.)

Curriculum for Presentation and Approval

None

Regular Curriculum for Approval

None

Curriculum Under Review

See [ICC Monthly Report](#)

Approved Category 3 Curriculum Changes (1 min.)

See [Category 3 Changes Approved](#)

Post-EdCo Error Corrections (1 min.)

See [Corrections Post-EdCo](#)

J. PRESENTATION AND DISCUSSION

Educational Quality Policy & Process

Peter Moroney

Peter Moroney provided an overview of the Educational Quality policy and process development. The Education Quality policy will comprise Education Approvals policy and process and Program Review and Renewal process. The intent is to develop a high-level policy as well as processes that are integrated into department and college-wide plans. The Policy and Standards committee and QAPA steering committee will be supporting this work along with college-wide engagement, ELT, and EdCo.

Development of the Educational Quality policy and associated processes will support and be informed by the Quality Assurance Process Audit (QAPA) and the preliminary response to Camosun's application for exempt status. As part of DQAB's review, external panelists cited a lack of clear policy and a lack of academic external review specific to the discipline. Camosun will also be undertaking the Quality Assurance Process Audit (QAPA) in Fall 2019, which will be focused on quality assurance including our Education Approvals process, EdCo, and associated policies.

K. ADJOURNMENT

Tim Ayers

The meeting adjourned at 6:07 pm.



Board of Governors

AUDIT COMMITTEE MINUTES

MEETING: Monday, January 8, 2019
TIME: 4:00 pm
LOCATION: Paul Building, Room 216, Lansdowne Campus

BOARD MEMBERS: Laylee Rohani, Chair Cindy Choi Ron Rice Sherri Bell, President (ex officio)	RESOURCES: Deborah Huelscher, CFO & A/VP Administration GUEST: Jason Stevenson, KPMG EXECUTIVE ASSISTANT: Heather Martin
--	--

REGRETS: nil

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 October 25, 2018, meeting were approved as presented.

IV NEW BUSINESS

1. Cyber Security Report Presentation

The Enterprise Risk Management Oversight topic for further investigation for 2018/2019 was cyber security. Jason Stevenson, KPMG, conducted the assessment and provided an overview of the completed report. Jason reviewed the methodology, observations and recommendations, and suggested investment required to move forward.

2. Review of Report and Next Steps

Laylee Rohani, Chair, Audit committee, advised KPMG did an excellent job. The report was thorough and will provide a road map for further action. The process for the first year of the Audit Committee's Enterprise Risk Management Oversight worked very well.

The A/CIO has taken action on some recommendations already. The report will be a high priority for the new CIO when they begin in spring. Deborah Huelscher, CFO & A/VP Administration, will update the CIO, who will develop a cyber-security strategy. Deborah will bring progress reports back to the committee in the fall and at year-end for the next two years. It was recommended that KPMG be invited back in two to three years for a re-assessment. The College needs to make improvements to enhance IT security, but has the right team and infrastructure in place so is able to move ahead quickly.

V ADJOURNMENT

The meeting adjourned at 5:10 pm.

Financial Statements of

CAMOSUN COLLEGE

Year ended March 31, 2019

DRAFT

MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS

The financial statements have been prepared by management in accordance with Section 23.1 of the *Budget Transparency and Accountability Act* of the Province of British Columbia. The integrity and objectivity of these statements is management's responsibility. Management is also responsible for all of the notes to the financial statements, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements. The significant accounting policies are summarized in note 2 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced. The internal controls are designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements.

The Camosun College Board of Governors is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control and exercises these responsibilities through the Audit and Finance committees. The Audit Committee reviews the external audited financial statements yearly and the Finance Committee reviews internal financial reports on a quarterly basis. The external auditor has full access to the Audit Committee, with and without management present.

KPMG conducts an independent examination, in accordance with Canadian auditing standards, and expresses an opinion on the financial statements. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of the examination and their opinion on the financial statements.

On behalf of Camosun College

Sherri Bell
President

Deborah Huelscher
Chief Financial Officer and
Interim Vice President Administration

INDEPENDENT AUDITORS' REPORT

To the Board of Governors of Camosun College, and
To the Minister of Advanced Education, Skills and Training, Province of British Columbia

Opinion

We have audited the financial statements of Camosun College (the "Entity"), which comprise:

- the statement of financial position as at March 31, 2019
- the statement of operations and accumulated surplus for the year then ended
- the statement of changes in net debt for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements as at and for the year ended March 31, 2019 of the Entity are prepared, in all material respects, in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter – Financial Reporting Framework

We draw attention to Note 2(a) to the financial statements which describes the applicable financial reporting framework and the significant differences between that financial reporting framework and Canadian public sector accounting standards.

Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation of the financial statements in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

Victoria, Canada

June 10, 2019

CAMOSUN COLLEGE

Statement of Financial Position

Year ended March 31, 2019, with comparative information for 2018

	2019	2018
Financial assets		
Cash and cash equivalents (note 3)	\$ 49,161,824	\$ 38,955,951
Accounts receivable (note 4)		
Due from Government and other government organizations	5,357,788	3,473,049
Other	4,626,435	3,239,468
Inventories for resale (note 5)	1,194,451	1,220,720
	<u>60,340,498</u>	<u>46,889,188</u>
Liabilities		
Accounts payable and accrued liabilities (note 6):		
Due to government and other government organizations	2,147,908	1,608,647
Other	26,702,076	18,547,708
Employee future benefits (note 7)	2,251,106	2,143,080
Deferred contributions (note 8)	7,584,243	6,287,688
Deferred revenue (note 9)	6,036,743	6,046,339
Deferred capital contributions (note 10)	128,563,915	96,246,121
	<u>173,285,991</u>	<u>130,879,583</u>
Net debt	(112,945,493)	(83,990,395)
Non-financial assets		
Tangible capital assets (note 11)	135,298,155	105,385,902
Prepaid expenses	1,130,909	553,281
	<u>136,429,064</u>	<u>105,939,183</u>
Accumulated surplus	<u>\$ 23,483,571</u>	<u>\$ 21,948,788</u>
Contingent liabilities (note 12)		
Contractual obligations (note 14 (c))		

See accompanying notes to financial statements.

On behalf of the Board:

Chair, Board of Governors

Chief Financial Officer and
Interim Vice President Administration

CAMOSUN COLLEGE

Statement of Operations and Accumulated Surplus

Year ended March 31, 2019, with comparative figures for 2018

	Budget (note 16)	2019	2018
Revenue:			
Provincial grants:			
Ministry of Advanced Education	\$ 59,077,307	\$ 60,527,804	\$ 55,419,176
Other	5,652,314	6,383,813	5,684,357
Federal grants	832,848	715,355	647,320
Other grants	-	44,046	16,100
Tuition	48,891,661	46,663,741	45,203,052
Fees (other)	1,169,992	901,112	950,060
Other revenue	1,219,221	1,965,273	1,478,469
Amortization of deferred capital contributions	6,247,815	5,777,827	5,711,674
Rentals and leases	127,720	174,377	182,404
Investment income	415,000	837,250	473,827
Sales of goods and services:			
To the Province of BC	895,064	839,833	1,191,408
To Crown Corporations or government organizations	2,448,988	2,274,949	2,416,396
To other entities	12,042,722	12,819,119	12,670,178
	139,020,652	139,924,499	132,044,421
Expenses (note 13):			
Instruction and support	130,700,073	129,549,124	121,097,080
Ancillary operations	7,264,579	7,543,505	7,195,266
Applied research	1,056,000	1,297,087	1,163,199
	139,020,652	138,389,716	129,455,545
Annual surplus	-	1,534,783	2,588,876
Accumulated surplus, beginning of year	21,948,788	21,948,788	19,359,912
Accumulated surplus, end of year	\$ 21,948,788	\$ 23,483,571	\$ 21,948,788

See accompanying notes to financial statements.

CAMOSUN COLLEGE

Statement of Changes in Net Debt

Year ended March 31, 2019, with comparative information for 2018

	Budget (note 16)	2019	2018
Annual surplus	\$ -	\$ 1,534,783	\$ 2,588,876
Acquisition of tangible capital assets	(43,593,000)	(38,078,826)	(22,444,265)
Amortization of tangible capital assets	9,045,216	8,166,573	7,810,605
	(34,547,784)	(29,912,252)	(14,633,660)
Use (acquisition) of prepaid expenses	-	(577,628)	160,082
Decrease (increase) in net debt	(34,547,784)	(28,955,098)	(11,884,702)
Net debt, beginning of year	(83,990,395)	(83,990,395)	(72,105,693)
Net debt, end of year	\$ (118,538,179)	\$ (112,945,493)	\$ (83,990,395)

See accompanying notes to financial statements.

CAMOSUN COLLEGE

Statement of Cash Flows

Year ended March 31, 2019, with comparative information for 2018

	2019	2018
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 1,534,783	\$ 2,588,876
Items not involving cash:		
Amortization of tangible capital assets	8,166,573	7,810,605
Revenue recognized from deferred capital contributions	(5,777,827)	(5,711,674)
Change in employee future benefits	108,026	7,812
Change in non-cash operating working capital:		
Decrease (increase) in accounts receivable	(3,271,706)	7,080,331
Decrease (increase) in prepaid expenses	(577,628)	160,082
Increase (decrease) in inventories for resale	26,269	(10,177)
Increase in accounts payable and accrued liabilities	8,693,629	3,706,013
Increase in deferred contributions	1,296,555	1,313,134
Increase (decrease) in deferred revenue	(9,596)	920,568
Net change in cash from operating activities	10,189,078	17,865,570
Capital activities:		
Cash used to acquire tangible capital assets	(38,078,826)	(22,444,265)
Net change in cash from capital activities	(38,078,826)	(22,444,265)
Financing activities:		
Capital contributions received	38,095,621	16,909,783
Principal payments on capital lease obligations	-	-
Net change in cash from financing activities	38,095,621	16,909,783
Net change in cash	10,205,873	12,331,088
Cash and cash equivalents, beginning of year	38,955,951	26,624,863
Cash and cash equivalents, end of year	\$ 49,161,824	\$ 38,955,951

See accompanying notes to financial statements.

CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2019

1. Nature of operations:

Camosun College (the "College") is a post-secondary educational institution funded by the Province of British Columbia (the "Province") and incorporated under the College and Institute Act of British Columbia. The British Columbia Ministry of Advanced Education (the "Ministry") provides the principal source of funding. The College is governed by a Board of Governors, the majority of which are appointed by the provincial government of British Columbia. The College is a registered charity and is therefore exempt from income taxes under section 149 of the *Income Tax Act*.

2. Significant accounting policies:

(a) Basis of accounting:

The financial statements have been prepared in accordance with Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board.

The Budget Transparency and Accountability Act requires that the financial statements be prepared in accordance with the set of standards and guidelines that comprise generally accepted accounting principles for senior governments in Canada, or if the Treasury Board makes a regulation, the set of standards and guidelines that comprise generally accepted accounting principles for senior governments in Canada as modified by the alternate standard or guideline or part thereof adopted in the regulation.

Regulation 257/2010 requires all tax-payer supported organizations in the Schools, Universities, Colleges and Hospitals sectors to adopt Canadian public sector accounting standards without any PS4200 elections.

Regulation 198/2011 requires that restricted contributions received or receivable for acquiring or developing a depreciable tangible capital asset or contributions in the form of a depreciable tangible capital asset are to be deferred and recognized in revenue at the same rate that amortization of the related tangible capital asset is recorded.

For British Columbia tax-payer supported organizations, these contributions include government transfers and externally restricted contributions.

The accounting policy requirements under Regulation 198/2011 are significantly different from the requirements of Canadian public sector accounting standards which requires that:

- government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with public sector accounting standard PS3410 Government Transfers; and

CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2019

2. Significant accounting policies:

(a) Basis of accounting (continued):

- externally restricted contributions be recognized as revenue in the period in which the resources are used for the purpose or purposes specified in accordance with public sector accounting standard PS3100 Restricted Assets and Revenues; and
- deferred contributions meet the liability criteria in accordance with PS3200 Liabilities.

As a result, revenue recognized in the statement of operations and certain related deferred capital contributions are recorded differently under Canadian Public Sector Accounting Standards.

(b) Inventories for resale:

Inventories held for resale, comprised of bookstore inventory, is recorded at the lower of average cost or net realizable value. Cost includes the original purchase cost, plus shipping and applicable duties. Net realizable value is the estimated selling price less any costs to sell.

(c) Tangible capital assets:

Tangible capital assets are recorded at cost, which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset.

The cost, less residual value, of the tangible capital assets, excluding land, is amortized on a straight-line basis over their estimated useful lives as follows:

Category	Period
Buildings	20 to 40 years
Furniture, fixtures and equipment	5 years
Computers and software	3 years

Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets are written down when conditions indicate that they no longer contribute to the College's ability to provide goods and services, or when the value of future economic benefits associated with the tangible capital assets are less than their net book value. The net write-downs are accounted for as expenses in the statement of operations.

Contributed capital assets are recorded at their fair market value on the date of donation, except in circumstances where fair value cannot be reasonably determined, in which case they are recognized at nominal value. Transfers of capital assets from related parties are recorded at carrying value.

On July 14, 1983 certain land was transferred to the College by order of the Lieutenant-Governor in Council. These assets have been recorded at a nominal value of \$1. Title to the assets is transferred subject to their continued use for educational purposes.

CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2019

2. Significant accounting policies (continued):

(c) Tangible capital assets (continued):

Works of art and historic assets are not recognized in these financial statements.

Leases which transfer substantially all of the benefit and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

Capital lease obligations are recorded at the present value of the minimum lease payments excluding executory costs. The discount rate used to determine the present value of the lease payments is the lower of the College's rate for incremental borrowing or the interest rate implicit in the lease. The maximum recorded value of the leased assets cannot exceed the leased property's fair value when determining the discount rate to be used.

(d) Employee future benefits:

(i) The College and its employees contribute to the College Pension Plan and the Municipal Pension Plan, which are multi-employer joint trustee plans. The plans are defined benefit plans providing a pension on retirement based on the member's age at retirement, length of service and earnings. As the assets and liabilities of the plans are not segregated by institution, the plans are accounted for as defined contribution plans and any contributions of the College to the plans are expensed as incurred.

(ii) Sick leave benefits are also available to certain College employees. The costs of these benefits is actuarially determined based on service and best estimates of retirement ages and expected future salary and wage increases. The obligations under these benefit plans are accrued based on projected benefits as the employees render services necessary to earn the future benefits. Actuarial gains and losses are amortized over the expected average remaining service life of the employees. Similarly, the cost and obligation of non-vesting sick leave benefits is actuarially determined using management's best estimate of salary escalation, accumulated sick days at retirement, long-term inflation rates and discount rates.

(iii) Certain College employees are entitled to the continuation of health and dental benefits while on disability leave. The accrued benefit obligation for currently disabled employees was estimated by an actuarial valuation for accounting purposes at March 31, 2019.

(iv) The costs of insured benefits reflected in these statements are the employer's portion of the insurance premiums owed for coverage of employees during the period.

(e) Prepaid expenses:

Prepaid expenses include lease and contract payments that will be charged to expense over the periods the College is expected to benefit from them.

CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2019

2. Significant accounting policies (continued):

(f) Revenue recognition:

Tuition and student fees and sales of inventory are reported as revenue at the time the services are provided or the products are delivered, and collection is reasonably assured. Revenue related to fees or services received in advance of the fee being earned or the service performed is deferred and recognized when the fee is earned or service performed.

Fee for services revenues and expenditures are recognized as activities are performed, using the percentage of completion method. Provision for all anticipated losses is made in the period in which they become evident.

Unrestricted contributions, donations and grants are recorded as revenue when receivable if the amounts can be estimated and collection is reasonably assured.

Restricted donations and grants are reported as revenue depending on the nature of the restrictions on the use of the funds by the contributors. Under Restricted Contributions Regulation 198/2011, government transfers are reported as revenue depending on the nature of the restrictions on the use of the funds by the contributors as follows:

(i) Contributions for the purpose of acquiring or developing a depreciable tangible capital asset or in the form of a depreciable tangible capital asset, in each case for use in providing services are recorded and referred to as deferred capital contributions and recognized in revenue at the same rate that amortization of the tangible capital asset is recorded. The reduction of the deferred capital contributions and the recognition of the revenue are accounted for in the fiscal period during which the tangible capital asset is used to provide services.

(ii) Contributions restricted for specific purposes other than for those to be held in perpetuity or for the acquisition or development of a depreciable tangible capital asset are recorded as deferred contributions and recognized in revenue in the year in which the stipulation or restriction on the contribution have been met.

(g) Expenses:

Expenses are reported on an accrual basis. The cost of all goods consumed and services received during the year is expensed.

(h) Financial instruments:

Financial assets and financial liabilities are measured at cost or amortized cost, less any permanent impairment in value. The College does not hold any derivatives or equity investments that require fair value reporting and has not elected to record any other financial instruments at fair value.

A statement of remeasurement gains and losses is not presented as the College did not have remeasurement transactions to report.

CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2019

2. Significant accounting policies (continued):

(h) Financial instruments (continued):

Financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method.

All financial assets are assessed for impairment on an annual basis. When a decline is determined to be other than temporary, the amount of the loss is reported in the statement of operations.

(i) Cash and cash equivalents:

Cash and cash equivalents include cash on hand and short term highly liquid investments that are readily convertible to known amounts of cash and are subject to insignificant risk of change in value. These short term investments generally have a maturity of three months or less at acquisition and are held for the purpose of meeting short term cash commitments rather than investing.

(j) Measurement uncertainty:

The preparation of the financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities and disclosures of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Key areas where management has made estimates and assumptions include those related to the determination of the useful lives of capital assets, amortization of related deferred capital contributions, determination of employee future benefits, and provisions for accounts receivable and contingencies. Where actual results differ from these estimates and assumptions, the impact is recorded in future periods when the differences become known.

3. Cash and cash equivalents:

Cash and cash equivalents includes cash and cash equivalents on deposit and amounts held under the Province of BC Central Deposit Program which pays interest at prime minus 1.5% and are redeemable on 3 days notice.

4. Accounts receivable:

(a) Due from government and other government organizations:

	2019	2018
Federal government	\$ 2,487,854	\$ 2,145,420
Provincial government	2,391,813	603,702
Other government organizations	478,121	723,927
	<u>\$ 5,357,788</u>	<u>\$ 3,473,049</u>

CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2019

4. Accounts receivable:

(b) Due from other:

	2019	2018
Accounts receivable	\$ 5,070,367	\$ 3,694,779
Accrued interest	52,953	26,166
Allowance for doubtful accounts	(496,885)	(481,477)
	<u>\$ 4,626,435</u>	<u>\$ 3,239,468</u>

5. Inventories for resale:

Inventory is comprised of bookstore inventory for resale. During the year ended March 31, 2019 the College recognized \$3,213,571 (2018 - \$3,145,680) of expenses related to inventories in the statement of operations. This includes an amount of \$23,900 (2018 - \$36,681) resulting from the write-down of inventories.

6. Accounts payable and accrued liabilities:

(a) Due to government and other government organizations:

	2019	2018
Federal government	\$ 809,205	\$ 747,138
Provincial government	694,293	228,538
Other government organizations	644,410	632,971
	<u>\$ 2,147,908</u>	<u>\$ 1,608,647</u>

(b) Due to other:

	2019	2018
Trade payables and accrued liabilities	\$ 21,387,264	\$ 13,706,964
Accrued vacation pay and earned time off	4,527,762	4,309,239
Professional development	787,050	531,505
	<u>\$ 26,702,076</u>	<u>\$ 18,547,708</u>

CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2019

7. Employee future benefits:

(a) Employee future benefits:

	2019	2018
Sick leave	\$ 1,569,856	\$ 1,517,788
Long-term disability health & dental benefits	681,250	625,292
Accrued benefit liability, end of year	\$ 2,251,106	\$ 2,143,080

(i) Certain employees of the College are entitled to sick leave benefits in accordance with the terms and conditions of their employment contracts. These include post-retirement benefits, benefits that are expected to be provided after employment but prior to retirement and which vest or accumulate during service; and compensated absence benefits, benefits paid during employment, including sick pay benefits that accumulate and are payable upon a future illness or injury-related absence. The benefit expense associated with the covered benefits attributed to the accounting period is included in the College's statement of operations and the accrued benefit liability for the benefits attributed to employee service to the accounting date are included in the College's statement of financial position. The accrued benefit obligation and the net periodic benefit costs were estimated by an actuarial valuation at the measurement date of December 31, 2014 and extrapolated to March 31, 2015 through 2019.

	2019	2018
Accrued benefit obligation:		
Balance, beginning of the year	\$ 1,517,788	\$ 1,601,666
Current benefit cost	213,200	211,500
Benefits paid	(161,132)	(295,378)
Accrued benefit liability, end of year	1,569,856	1,517,788
Unamortized actuarial losses	80,450	120,750
Accrued benefit obligation, end of year	\$ 1,650,306	\$ 1,638,538

CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2019

7. Employee future benefits (continued):

(a) Employee future benefits (continued):

(i) Continued:

The components of the net benefit expense for this item are as follows:

	2019	2018
Projected service cost	\$ 119,400	\$ 116,200
Interest expense	53,500	55,000
Recognition of net actuarial losses	40,300	40,300
	\$ 213,200	\$ 211,500

The significant actuarial assumptions adopted in measuring the College's accrued benefit obligations are as follows:

	2019	2018
Discount rates	3.00%	3.00%
Expected future inflation rates	2.00%	2.00%
Expected wage and salary increases	2.75%	2.75%

(ii) Certain employees of the College are entitled to the continuation of extended health, dental and Medical Services Plan (MSP) benefits in accordance with the terms and conditions of their employment contracts. Coverage is extended to disabled employees, their spouses and dependent children while on disability. Faculty and Exempt employees receive these benefits from their date of disability to the earlier of recovery from disability and return to work or age 65. Support staff receive these benefits from their date of disability to the earlier of recovery from disability and return to work or two years. The accrued benefit obligation for currently disabled employees was estimated by an actuarial valuation for accounting purposes as at March 31, 2019.

The significant actuarial assumptions adopted in measuring the College's accrued benefit obligations are as follows:

	2019	2018
Discount rates	2.45%	2.83%
Medical trend	6.75%	7.00%
Dental trend	5.46%	5.57%
MSP trend	nil	4.5%

CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2019

7. Employee future benefits (continued):

(b) Pension plans:

The College and its employees contribute to the College Pension Plan and Municipal Pension Plan, jointly trusted pension plans. The board of trustees for these plans represent plan members and employers and are responsible for the management of the pension plans including investment of the assets and administration of benefits. The pension plans are multi-employer defined benefit pension plans. Basic pension benefits are based on a formula. As at August 31, 2018, the College Pension Plan has about 14,000 active members from college senior administration and instructional staff and approximately 8,000 retired members. As at December 31, 2017, the Municipal Pension Plan has about 197,000 active members, including approximately 6,000 from colleges.

Every three years, an actuarial evaluation is performed to assess the financial position of the plans and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plans. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plans. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the College Pension Plan as at August 31, 2015 indicated a \$67 million surplus for basic pension benefits on a going concern basis. The next valuation will be as at August 31, 2018, with results available in 2019.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2015 indicated a \$2,224 million funding surplus for basic pension benefits on a going concern basis. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1,927 million was transferred to the rate stabilization account and \$297 million of the surplus ensured the required contribution rates remain unchanged. The next valuation will be as at December 31, 2018, with results available in 2019.

Employers participating in the plans record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plans record accrued liabilities and accrued assets for each plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plans.

The College paid \$5,569,434 (2018 - \$5,142,554) for employer contributions for the College Pension Plan and \$1,876,480 (2018 - \$1,829,106) for the Municipal Pension Plan in fiscal 2019.

CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2019

8. Deferred contributions:

Deferred contributions are comprised of funds restricted by the following sources:

	April 1, 2018	Receipts during year	Transferred to revenue	March 31, 2019
Provincial	\$ 5,869,180	\$ 13,893,104	\$ (12,589,811)	\$ 7,172,473
Federal	242,945	801,588	(779,252)	265,281
Other	175,563	143,285	(172,359)	146,489
	\$ 6,287,688	\$ 14,837,977	\$ (13,541,422)	\$ 7,584,243

9. Deferred revenue:

Deferred revenue includes tuition and contract fees received in advance of the related activity performed:

	2019	2018
Tuition fees	\$ 5,723,799	\$ 5,733,999
Contract fees	312,944	312,340
	\$ 6,036,743	\$ 6,046,339

10. Deferred capital contributions:

Continuity of deferred capital contributions is as follows:

March 31, 2019	Deferred	Unamortized	Total
Opening balance	\$ 9,991,081	\$ 86,255,040	\$ 96,246,121
Restricted contributions received	41,437,876	-	41,437,876
Contributions spent	(37,863,982)	37,863,982	-
Amounts amortized to revenue	-	(5,777,827)	(5,777,827)
Amounts recognized as revenue	-	(3,342,255)	(3,342,255)
	\$ 13,564,975	\$ 114,998,940	\$ 128,563,915
March 31, 2018	Deferred	Unamortized	Total
Opening balance	\$ 12,939,805	\$ 72,108,207	\$ 85,048,012
Restricted contributions received	17,690,541	-	17,690,541
Contributions spent	(20,639,265)	20,639,265	-
Amounts amortized to revenue	-	(5,711,674)	(5,711,674)
Amounts recognized as revenue	-	(780,758)	(780,758)
	\$ 9,991,081	\$ 86,255,040	\$ 96,246,121

CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2019

11. Tangible capital assets:

Cost	March 31, 2018	Additions/ Transfers	Disposals	March 31, 2019
Land	\$ 14,484,612	\$ -	\$ -	\$ 14,484,612
Buildings	134,230,421	190,205	-	134,420,626
Assets under construction	13,015,698	34,885,454	-	47,901,152
Furniture, fixtures and equipment	15,297,515	2,345,317	(1,206,306)	16,436,526
Computers and software	6,323,074	657,850	(1,080,739)	5,900,185
	\$ 183,351,320	\$ 38,078,826	\$ (2,287,045)	\$ 219,143,101

Accumulated amortization	March 31, 2018	Disposals	Amortization Expense	March 31, 2019
Land	\$ -	\$ -	\$ -	\$ -
Buildings	65,361,497	-	4,147,121	69,508,618
Furniture, fixtures and equipment	8,077,325	(1,206,306)	2,542,203	9,413,222
Computers and software	4,526,596	(1,080,739)	1,477,249	4,923,106
	\$ 77,965,418	\$ (2,287,045)	\$ 8,166,573	\$ 83,844,946

	Net book value March 31, 2018	Net book value March 31, 2019
Land	\$ 14,484,612	\$ 14,484,612
Buildings	68,868,924	64,912,008
Assets under construction	13,015,698	47,901,152
Furniture, fixtures and equipment	7,220,190	7,023,304
Computers and software	1,796,478	977,079
	\$ 105,385,902	\$ 135,298,155

(a) Assets under construction:

The assets under construction include expenses for construction of a new health building at the Interurban Campus, expected to complete in Fall 2019. Amortization of this asset will commence when the building is put into service.

(b) Contributed tangible capital assets:

Contributed capital assets are recognized at fair market value at the date of contribution. The value of contributed capital assets received during the year is \$nil (2018 - \$nil).

CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2019

12. Contingent liabilities:

The College may, from time to time, be involved in legal proceedings, claims, and litigation that arise in the normal course of business. It is management's opinion that the aggregate amount of any potential liability is not expected to have a material adverse effect on the College's financial position or results.

13. Expenses by object:

The following is a summary of expenses by object:

	2019	2018
Salaries and benefits	\$ 107,039,620	\$ 101,418,669
Supplies and services	14,996,932	15,237,321
Costs of goods sold	3,422,619	3,362,754
Amortization	8,166,573	7,810,605
Minor repairs and maintenance	4,763,972	1,626,196
	<u>\$ 138,389,716</u>	<u>\$ 129,455,545</u>

14. Related party transactions:

(a) Other agency operations:

The College is related through common ownership to all Province of British Columbia ministries, agencies, Crown corporations, school districts, health authorities, hospital societies, universities and colleges that are included in the provincial government reporting entity. Transactions with these entities, unless disclosed otherwise, are recorded at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

Included in accounts receivable at year end is \$2,391,813 (2018 - \$603,702) from the provincial government. During the year the College received grants in the amount of \$65,279,613 (2018 - \$62,050,069) from the provincial government and included \$63,569,363 (2018 - \$60,143,282) in revenue. \$35,880,235 (2018 - \$10,976,460) of the \$41,437,876 (2018 - \$17,690,541) of restricted capital contributions received during the year was from the provincial government.

CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2019

14. Related party transactions (continued):

(b) Camosun College Foundation:

The College has an economic interest in the Camosun College Foundation (the "Foundation"). The net assets and results of operations of the Foundation have not been included in these financial statements. The Foundation is a separate society formed to provide scholarships and bursaries for students of the College and to raise funds for furthering the interest of the College. The College provides some financial support to the Foundation. During the year, financial support of \$654,631 (2018 - \$761,719) was provided to the Foundation.

For the year ended March 31, 2019, gift in kind donations from the Foundation to the College were \$47,870 of which \$nil was recorded as capital assets (2018 - \$20,535 of which nil was recorded as capital assets). Included in the College's accounts receivable at March 31, 2019 is \$795,357 (2018 - \$84,399) due from the Foundation. Included in the College's accounts payable at March 31, 2019 is \$nil (2018 - \$81,891) due to the Foundation.

(c) Pacific Institute for Sport Excellence Society:

The College has an economic interest in the Pacific Institute for Sport Excellence Society ("PISE"). The net assets and results of operations of PISE have not been included in these financial statements. PISE is a separate society formed to bring sport education and athlete development under one roof, incorporating health and wellness programs, high performance sport services, applied sport research and innovation and community programs. PISE has three founding members - Camosun College, Canadian Sport Institute and PacificSport Victoria - and is a registered charity under the Income Tax Act.

PISE's facilities, located at the Interurban campus, were completed in September 2008 at which time the College signed a long term lease and license agreement with PISE under which PISE will operate the facility for a 25 year term with a 29 year extension option at an annual rent of \$1 per year. At the same time, PISE has signed a long term sub lease with the College under similar terms under which the College will operate its sport education programs, recreation and athletics programs and teams and applied research activities at an annual cost of \$598,000.

At the date of occupancy, the related \$28 million cost of the capital assets under construction and associated deferred capital grants were removed from the College's financial statements. The College provides custodial, grounds, maintenance and other specialist facility services to PISE on a cost recovery basis under a service agreement. Fees and expenses for these services amounted to \$302,985 (2018 - \$302,985) during the year. Included in the College's accounts receivable at March 31, 2019 is \$5,841 (2018 - \$5,292) due from PISE. Included in the College's accounts payable at March 31, 2019 is \$1,227 (2018 - \$nil) due to PISE.

CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2019

15. Financial risk management:

It is management's opinion that the College is not exposed to significant interest, currency, liquidity or credit risks arising from its financial instruments. The carrying value of cash and cash equivalents, accounts receivable and accounts payables and accrued liabilities approximate fair value because of the short maturity of these instruments.

The insurance on College property is the responsibility of the Province, which paid \$164,899 (2018 - \$163,179) for premiums and fees on behalf of the College for the coverage. The premiums paid are not recorded in the financial transactions of the College or in these financial statements. All claims for loss are submitted to the Province for consideration for replacement. The College has no direct insurance coverage against loss of any of its capital assets.

16. Budget data:

Budget figures have been provided for comparative purposes and have been derived from the Multi Year Budget approved by the Board of Governors of the College on April 3, 2018. The budget is reflected in the statement of operations and the statement of changes in net debt. The chart below reconciles the approved budget to the budget figures reported in these financial statements.

Revenues:	
Operating budget	\$ 128,159,837
Capital budget	10,860,815
Total revenues	139,020,652
Expenses:	
Operating budget	122,862,436
Capital budget	16,158,216
Total expenses	139,020,652
Annual surplus	\$ -



BRIEFING NOTE

SUBMITTED BY: Laylee Rohani, Chair, Audit Committee
DATE: June 10, 2019
TOPIC: REAPPOINTMENT OF THE AUDITOR

For Information:

For Decision: **X**

For Discussion:

1. OVERVIEW

In 2015 the Board of Governors passed a motion to appoint KPMG to perform the audit of the College's financial statements commencing with the reporting year ending March 31, 2016 to March 31, 2020, and to reappoint them annually.

A motion is required to reappoint KPMG for the audit of the College's financial statements for the year ending March 31, 2020.

2. OPTIONS

Reappoint KPMG.

Do not reappoint KPMG and begin the RFP process to find a new auditor.

The Board of Governors Audit committee recommends that the Board of Governors reappoint KPMG for stated term.

3. FINANCIAL IMPLICATIONS

There are no financial implications.

4. COMMUNICATIONS

Laylee Rohani will inform KPMG of the board's decision.

5. RECOMMENDATION AND OR MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS REAPPOINT KPMG TO PERFORM THE AUDIT OF THE COLLEGE'S FINANCIAL STATEMENTS FOR THE REPORTING YEAR ENDING MARCH 31, 2020.

6. SUPPORTING DOCUMENTATION:

Nil.



**Board of Governors
Executive Committee
BRIEFING NOTE**

SUBMITTED BY: Ron Rice, Board Chair, and Sherri Bell, President
DATE: June 10, 2019
TOPIC: G-1.3 Board Decision Making Policy– Timing of Chair Election

For Information: For Decision: X For Discussion:

1. OVERVIEW

The Crown Agencies and Board Resourcing Office (CABRO) spread board member appointments throughout the year in the past. In the future they intend to appoint all board members by July 31.

In accordance with the Board of Governor’s policy ‘G-1.3 Board Decision Making’, the chair of the board is elected at the inaugural meeting in mid-September. The appointment of the outgoing chair ends on July 31. The result is that the board does not have a chair for the six weeks between July 31 and the inaugural meeting in September.

We propose that the board instead elect the incoming chair in June, and revise the ‘Board Decision Making’ policy to reflect the change (attached). The outgoing Chair would then be present to preside over the election, and the new Chair could begin on August 1.

2. OPTIONS

- 1. Revise the policy to have the board chair election in June so that a board chair is in place year-round.
- 2. Continue the current practice, and have a six-week gap without a chair, where the vice chair acts as chair.

3. FINANCIAL IMPLICATIONS

Nil

4. RECOMMENDATION AND OR MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS REVISE THE ‘G-1.3 BOARD DECISION MAKING’ POLICY IN ‘SECTION C. ELECTION OF THE CHAIR’ TO:

- (i) MOVE THE TIMING OF THE BOARD CHAIR ELECTION FROM SEPTEMBER TO JUNE;
- (ii) HAVE THE OUTGOING CHAIR PRESIDE OVER THE ELECTION; AND
- (iii) HAVE THE NEW CHAIR ASSUME THE ROLE ON AUGUST 1.

5. SUPPORTING DOCUMENTATION:

The policy ‘G-1.3 Board Decision Making’ is attached.



Policy:	G-1.3
Approved By:	Board of Governors
Approval Date:	January 27, 2003
Amendment Date:	June 23, 2003; November 22, 2004; September 26, 2005 December 4, 2006 December 1, 2008 April 12, 2010
Policy Holder:	President

BOARD DECISION MAKING

Purpose / Rationale

The purpose of this policy is to clarify the role and responsibilities of the Board of Governors in policy governance and decision making at Camosun College.

Scope / Limits

1. This policy applies to the College's Board of Governors.
2. The powers of the Board of Governors are limited by the *College and Institute Act* and other laws of general application.

Principles

1. The Board has final responsibility for establishing policy that describes the institutional goals and establishes accountabilities.
2. The Board will establish policies and make decisions that will ensure the financial health of the College.
3. The Board will establish policies that determine how the Board will govern itself ethically.
4. The Board will establish policies with respect to our relationships with our corporate, governmental and other communities.
5. These policy decisions are ends rather than means and describe the values, strategic goals and priorities of the College.
6. The Board cannot delegate these authorities, and must make policy decisions based on what is in the best interest of the College.
7. The Board will appoint a president who will be the Chief Executive Officer (CEO) and who will be responsible for advising the Board on College activity and for implementing the goals and policies established by the Board. The CEO will be responsible for establishing a structure that will meet the Board's goals.
8. The Board will establish a regular schedule of meetings that will remain flexible and will establish the committees it considers necessary to assist in the work of the Board. The committees of the Board will have the power to advise and make recommendations to the Board.

A. DEVELOPMENT OF GOVERNING POLICIES

1. Identification

While the Board does not delegate its responsibility for identifying and developing governing policies, it expects that the CEO and his/her staff (the “administration”) will exercise the initiative in identifying and developing a policy framework and policy statements (principles) for the Board’s consideration.

2. Development

The administration will manage the process of developing and drafting policy for the Board’s consideration. Feedback will be acquired, appropriate to the governing policy. The statements presented to the Board will be those that have taken into consideration the current legislative, legal and financial limitations and the strategic directions of the College. The statements will be presented in consideration of the best interest of the College. Identification of the impact on the College will also be presented as will the concerns identified.

3. Adoption

The Board’s responsibility is to ensure that the policy meets the long-term goals of the College and meets the specific policy objective. The Board should identify concerns, offer suggestions and direct administration to re-draft the policy to address the Board’s concerns. The Board should focus on the goals and objectives of the policy, directing administration to make the policy changes identified through the discussion. The Board will adopt the policy only when it is satisfied that the policy has met the policy objectives.

4. Implementation

The implementation of policies is delegated to the administration through the CEO. However, the Board cannot delegate its authority to manage and implement those governing policies that describe how the Board will govern itself.

5. Review

Monitoring governing policies will occur as needed when triggered by new legislation or a change in the strategic direction of the College or other events. Both the Board and the administration are responsible for identifying the need for changes to governing policies.

B. ROLES & RESPONSIBILITIES

1. Board Chair

The role of the Chair of the Board is to provide leadership to the Board and to:

- a) Chair the regular, in camera, and special meetings of the Board.
- b) Act on behalf of the Board in liaison and linkage with the CEO.
- c) Delegate or appoint Board members to Standing Committees, to the Foundation Board, to the Pacific Institute for Sport Excellence Board and to the Education Council.
- d) Represent the Board at public events and College functions, or delegate.
- e) Act as the official spokesperson for the Board.
- f) Name the Vice-Chair.
- g) Set the Board agenda.

2. Members of the Board

- a) Attend all meetings of the Board, and give sufficient notice when attendance is not possible.
- b) Serve on Board Standing Committees as requested.
- c) Attend Special College Functions (e.g. Graduations) representing the Board as requested by the Board Chair.
- d) Notify the Board Chair of any conflict of interest situations, potential or real.
- e) Notify the Board of any changes to eligibility to remain a member of the Board.

3. Chief Executive Officer (CEO)

The role of the Chief Executive Officer is to provide leadership to the College, to represent the College within the community and to:

- a) Guide the development of policy options for the Board's consideration.
- b) Implement the policies of the Board.
- c) Develop an organizational structure and process that will enable the effective achievement of the Board's goals.
- d) Direct and guide the development of policy and procedures to manage the College.
- e) Subject to the direction of the Board, manage the property and assets of the College as its Chief Executive Officer, including the power to control and supervise access to and use of the property and those assets.
- f) And perform other duties as determined by the Board or as defined in the *College and Institute Act*.

C. ELECTION OF THE CHAIR

1. Election of the Chair will be held annually, at the **September June** meeting of the Board.
2. The elections will be presided over by the **Chief Financial Officer outgoing Chair** or others as designated by the Board.
3. Nominations for the position of Chair will be called from the floor
4. A vote will be decided by a show of hands unless a resolution is passed calling for a secret ballot.
5. The Chair will assume his/her position **immediately upon the adjournment of the meeting on August 1.**

D. COMMITTEE STRUCTURE (see links below)

1. Finance Committee (Terms of Reference)

A standing Committee of the Board of Governors, the Board Finance committee is responsible for monitoring significant financial planning, management and reporting matters of the College and to make recommendations to the Board of Governors for adoption.

2. Audit Committee (Terms of Reference)

A standing committee of the Board of Governors, the Board Audit Committee is responsible for assisting the Board in fulfilling its financial accountability and oversight

responsibilities by reviewing: i) financial statements that will be provided to the Government and other stakeholders, ii) the systems of internal controls established by management and the Board, iii) all audit processes.

3. Executive Committee (Terms of Reference)

The Executive Committee deals with matters relating to the Board's role as an employer, with student appeals, and with emergency situations. The Executive Committee will also receive policy proposals and direction from the Board and will establish ad hoc committees, as needed, to make recommendations to the Board on the development, approval, and revision of policies that are within the authority of the Board.

E. PROCESS FOR SEEKING ADVICE FROM EDUCATION COUNCIL

1. The Board Executive Committee will receive policy proposals from the Education Council and, as needed, establish ad hoc committees to vet policy proposals, and bring forward recommendations to the Board.
2. For the purposes of meeting the legislative requirement, the Executive Committee of the Board will first review forthcoming policy that falls under Section 23 of the College and Institute Act, "Advisory role of the education council," and will consider, reject, refer back, review for decision and when ready, forward the item to Education Council for its review and advice. The Executive Committee will report on its actions to the Board at the next Board meeting.

The Board, however, reserves the right to receive and consider the policy matter by the full board prior to seeking advice from Education Council.

3. The Board Executive Committee would normally expect to receive advice through the next regular meeting of Education Council. If the matter is not pressing, and Education Council needs more time to consider its advice, the Board would consider such a request. However, the Board may require that the Education Council respond in less time.
4. Unless another agreement is in place, the Board will seek a written response from Education Council.

F. BOARD MEETINGS

1. **Conduct of Board Meetings:** The conduct of Board meetings will normally be governed by Robert's Rules of Order.
2. **Attendance:** The *College and Institute Act* stipulates an attendance requirement for members of the Board. ("Where a member of the board has not attended three consecutive regular meetings of the board, he/she shall no longer be a member of the board unless excused by a resolution of the board." [S.59.7])
3. **Quorum:** As stated in the *College and Institute Act* ("A majority of the members holding office constitute a quorum at a meeting of the board. [S.59.2])
4. **Majority:** As stated in the *College and Institute Act* ("The affirmative votes of a majority present at the meeting at which a quorum is present are sufficient to pass a resolution of the board." [s.59.3])
5. **Abstentions:** Abstentions have the effect of a negative vote (see majority above). If a member chooses to abstain, his/her abstention has the effect of casting a negative vote. Members who do not wish to affect a negative vote by their abstention, should absent themselves from the meeting during the vote.

6. **Non-Board Reports:** To be considered for inclusion with the agenda, reports must be received by the Board Chair ten days before the Board meeting, c/o the Office of the President. The Board Chair will determine if the report is appropriate for inclusion in the Board agenda. (This includes union and association reports.)
7. **Agenda Delivery to the Board:** Agendas for the regular meetings of the Board of Governors will be forwarded to the Board no later than 48 hours before the scheduled Board meeting.
8. **Resource Staff:** Administrative staff will be expected to attend and participate as required.
9. **Status of Observers:** The regular meeting of the Board will be open to the public. Observers may only be recognized at the discretion of the Chair. (Observers do not participate in the meeting of the Board unless invited to do so by the Board, through the chair.)
10. **Telephone Conference Meetings:** A member of the Board may participate in a meeting of the Board or of any Committee of the Board by telephone or other communications medium which allows all members participating in the meeting to communicate with one another. A member who participates in a meeting in the manner contemplated by this paragraph is deemed for all purposes of the College and Institute Act and the bylaws and policies of Camosun College to be present at the meeting and to have agreed to participate in that manner.

G. BOARD EVALUATIONS

The Board will establish an annual evaluation process that will be forwarded to the Board for completion in June of every year. Among other uses, the evaluation findings will be helpful in informing the development of the annual Board orientation and ongoing training schedule.

H. BOARD ORIENTATION

The Board will establish an annual orientation that includes participation by all Board members. The Board Executive Committee will schedule the annual orientation to occur in August or September of the new academic year. Ongoing orientation and Board training will be conducted throughout the year.

I. LEGISLATED REFERENCES

[College & Institute Act](#)

J. LINKS TO RELATED POLICIES

[G-1.5 Finance Committee Terms of Reference](#)

[G-1.7 Executive Committee Terms of Reference](#)

[G-1.9 Audit Committee Terms of Reference](#)



BOARD OF GOVERNORS
Briefing Note

SUBMITTED BY: Sherri Bell, President, and Ron Rice, Chair, Board of Governors
DATE: June 10, 2019
TOPIC: Board Executive Committee Terms of Reference

1. OVERVIEW

The Board Executive Committee Terms of Reference require revision because the language is confusing.

The 'G-1.7 Board Executive Committee Terms of Reference' section states the Board Executive deal with student suspension appeals, and the language in line four is not clear.

2. SUGGESTED CHANGES

- i) Under Terms of Reference, the student appeals portion has been made into a full sentence.
- ii) Under 'Specific Roles':

Line 4: 'Student appeals of suspension from the College and the development of a process for student appeals that under the College and Institute Act must be heard by the Board.'

Line 4 should be removed from the list as it is confusing language and contradicts the opening paragraph.

3. BACKGROUND

The board has a right through the [College & Institute Act](#) to delegate duties to an Executive committee, and has done so regarding appeals to student suspension (G.1.7).

Legal Counsel advised against the inclusion of students in a student suspension appeal for the following reasons:

- Confidentiality and privacy issues
- Perceived or direct conflict of interest
- Where the suspension is a result of a two-student conflict it would put the board's student representative in the position of selecting the word of one student over the other.

The three relevant sections of the Act are below.

19.c

Powers of board

- 19** (c) establish committees it considers necessary and advisable

59.5.a.

Boards and members of boards

(5) Subject to this Act, a board may pass resolutions it considers necessary or advisable for the management and conduct of the affairs of the board including, without limiting that power, resolutions for

(a) the establishment of an executive committee and the delegation to it of powers of the board, or

37.4

Suspension of staff members or students

37 (2) For just cause, the president of an institution may suspend a student of the institution and deal summarily with a matter of student discipline.

(4) A person suspended under this section has the right of appeal to the board.

4. OPTIONS

(i) Add the line indicated in the paragraph 'Terms of Reference', above, and remove Line 4 from the list under 'Specific Roles' in 'G-1.7 Board Executive Committee Terms of Reference'.

(ii) Do not change the 'G-1.7 Board Executive Committee Terms of Reference'.

5. FINANCIAL IMPLICATIONS

There are no financial implications.

6. COMMUNICATIONS

The updated Terms of Reference will be published on the Camosun College policy web page.

7. RECOMMENDATION AND OR MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO PARAGRAPH ONE AND THE DELETION OF LINE FOUR IN 'G-1.7 BOARD EXECUTIVE COMMITTEE TERMS OF REFERENCE'.

8. SUPPORTING DOCUMENTATION:

G-1.7 Board Executive Committee Terms of Reference



Policy:	G-1.7
Approved By:	Board of Governors
Approval Date:	December 13, 2004
Amendment Date:	December 4, 2006 June 8, 2009
Policy Holder:	President

BOARD EXECUTIVE COMMITTEE TERMS OF REFERENCE

Terms of Reference

The Executive Committee is to deal with matters relating to the board's role as an employer, ~~with student appeals~~, and with emergency situations. **The Executive Committee will be responsible for student appeals of suspension on behalf of the Board and such decisions will be final.**

The Executive Committee will receive policy proposals and direction from the Board and will establish ad hoc committees, as needed, to make recommendations to the Board on the development, approval, and revision of policies that are within the authority of the Board.

Specific Roles

The Executive Committee will make recommendations to the Board on the following:

1. The employment of the President including:
 - a) the selection process;
 - b) the President's contract;
 - c) the President's goals; and
 - d) the performance review of the President.
2. The compensation framework and terms of employment for the Exempt group.
3. Bargaining and ratification of collective agreements.
- ~~4. Student appeals of suspension from the College and the development of a process for student appeals that under the College and Institute Act must be heard by the Board.~~
5. Board policy and joint Board/Education Council policy.

The Executive Committee will act on behalf of the Board in emergency situations when a quorum of the Board is not available, and will subsequently report to the Board on its actions.

Membership

The Committee consists of the Board Chair, the Vice-Chair, the past Chair, and the Chairs of the Standing Committees of Finance and Audit. Other members of the Board may be added, as needed, to the membership at the discretion of the Chair, or the Vice Chair or designate of the Chair when acting on behalf of the Chair.

Committee Operation

1. The Committee will meet as required, at least annually, at the call of the Board Chair and on such notice as may be appropriate in the circumstance. In the event of an emergency, the Committee may meet by telephone or by such other means as may be determined by the Committee.
2. The Executive Assistant to the Board (or designate) will provide the administrative support to this Committee.
3. A quorum for the Committee will be three.

Legislative Reference

College & Institute Act, Section 59 (5)

Link to Related Policy

[G-1.3 Board Decision Making](#)



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, May 13, 2019
TIME: 5:00 pm
LOCATION: Paul Building, Room 216, Lansdowne Campus

BOARD MEMBERS:

Laylee Rohani, Acting Chair
Tim Ayers
Monty Bryant
Sherri Bell, President
Joanne Cumberland
Brenda McBain
Margie Parikh
Rob Smythe
Al van Akker
Phil Venoit

ADMINISTRATION:

John Boraas, VP Education
Deborah Huelscher, CFO & Interim VP Administration
Barbara Severyn, Executive Director, Human Resources
Geoff Wilmshurst, VP Partnerships

GUEST: Evan Hilchey, Director, Student Affairs

REGRETS: Cindy Choi

Ron Rice, Chair
Emily Rogers
Gultash Waraich
Joan Yates, VP Student Experience

EXECUTIVE ASSISTANT: Heather Martin

I CALL TO ORDER

Laylee Rohani, Acting Chair, called the meeting to order at 5:00 pm. Congratulations to Rob Smythe on the birth of his son Luca on April 30!

II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

III BOARD MEMBER REPORTS

1. Chair’s Report

Laylee Rohani, Acting Chair, congratulated Emily Rogers, who is not here today, for winning a Leadership Victoria award. Emily will receive the award from the Lieutenant Governor at a ceremony on May 23rd. The Board elections are complete. Al van Akker won the faculty seat for three years. Rob Smythe and Lindsay van Gerven won the student seats for one year. Joanne Cumberland was acclaimed to the support staff seat for three years.

On April 11, Heather Martin and Laylee Rohani met with the Event Management class for the evaluation of their work on the April 4 Award for Innovation and Community Partnership event. The student leads Cathy Steele and Mairin Scott presented their final report. The student supervisors provided debriefs from their areas: marketing, finance, operations, parking, food and beverage, and human resources. We gave them all the wonderful feedback from the board, as well as the suggestions for learning that came from the board members and others.

On April 16, Ron Rice met with BC Colleges (BCC) to provide input on the 'Transforming for Tomorrow' report. On May 5 to 7, Ron Rice and Sherri Bell attended Colleges & Institutes Canada (CICan) annual conference in Niagara Falls. CICan gathers post-secondary education leaders from across the country and around the world. Camosun co-hosted it last year in Victoria. The theme this year was inclusion. Heather attended the pre-conference for Governance and President's Office Professionals as a member of the organising committee.

2. President's Report

Sherri Bell, President, received heartfelt, amazing feedback from the Songhees Nation on the Award for Innovation and Community Partnership event on April 4. The 'Transforming for Tomorrow' report Laylee mentioned will be released in June by BCC, and will be shared with the board. It describes how the 10 BC colleges will transform learning for tomorrow and the future of jobs.

Camosun hosted CICan last year, and this year a smaller group attended in Niagara Falls. The focus was inclusion. Peter Moroney, Rashed Al-Haque, and Sherri presented on the process Camosun used to develop our Equity, Diversity, and Inclusion policy. Camosun won a \$1,500 student scholarship.

The second year art students have a show each year in an empty space that they transform into an art gallery. Sherri chooses a winner and runner-up to display in the President's office or hallway. The College won the United Way Post-Secondary Challenge two years in a row, but lost to UVIC this year. Today Sherri, Ian Tol, and the three architects from Thinkspace hosted a presentation at each campus to close the loop on the Campus Master Plan. The search for the Vice President Student Experience is underway and the successful candidate will be announced in June. The Chargers held their annual banquet where they celebrated their 25th anniversary. Monty Bryant and Sherri attended Walls Optional. Faculty share their research or Creativity and Innovation projects and the focus is on teaching and learning.

3. Foundation

Monty Bryant, Foundation Liaison, noted they have not met for a few months. He went on a tour of the new building to host a potential donor. Geoff Wilmshurst, Vice President Partnerships, advised they are actively fundraising to meet the \$5M goal, and have some promising possible donors. They are continuing to raise funds for scholarships.

4. Education Council

Brenda McBain, Liaison, and attended the May 3 Education Council retreat. They learned about software for policy development and tracking, and discussed the approach and mechanism for policy development. They will elect the new executive at the meeting on May 15. Tim Ayers will not return, so will also leave the Board of Governors at the end of his term. Brenda thanked Tim for his guidance and amazing contribution.

Tim Ayers, Education Council Chair, noted the minutes from the March 20, 2019, meeting were included in the agenda package. Tim went over the highlights of the April 17, 2019, meeting, which had a presentation by CETL. Peter Moroney presented on education policy and the proposed policy framework.

5. Pacific Institute for Sport Excellence (PISE)

Phil Venoit, PISE Board of Directors member, noted PISE has not met since the last board meeting, and is due to meet on May 22, 2019.

IV BOARD COMMITTEE REPORTS

1. Executive Committee

Laylee Rohani, Acting Chair, Executive Committee, reported that some items are on today's in-camera agenda. They approved today's regular and in-camera agendas.

i) Joint Board of Governors/Foundation meeting

The two boards meet annually to get to know each other and for learning. This year is special as we will tour the new health building starting at 5pm on June 12. It will be followed by the joint meeting in the Huber Annex, along with a reception.

ii) Board Evaluation Results & Interview Questions

The results of the online survey are in the package. The Executive receive the feedback and then follow up individually with the members for one-on-one interviews by phone or in person. There is a list in the agenda package showing who will contact each member.

V APPROVAL OF THE MINUTES

The minutes of the April 8, 2019 meeting were approved as distributed.

VI NEW BUSINESS

1. Sexual Violence & Misconduct Policy Implementation Report

Sherri Bell advised the report attached in the package contains what the College must report to the board in accordance with the policy. There is a difference between complaints to the College and to the police, as the police have a different burden of proof. The College supports the student whether the perpetrator is a student or not. Some cases can take 100 hours of staff time, and are incredibly complex. We review each complex case to see how we can make improvements.

2. Student Affairs Plan

Evan Hilchey, Director, Student Affairs, reported Student Affairs is focused on supporting students where they are 'at' to make them successful. They determine what they need to succeed. The student experience is not linear, and the departments works collaboratively together to support them through the challenges. Student Affairs is new at Camosun. It includes Academic Advising, Counseling, the Office of Student Support (student rights, sexual violence education) and Student Mental Health. If a student struggles, Student Affairs meets them individually to make sure they are successful. Evan presented the usage data from Academic Advising, Counseling and Student Support. The Student Experience survey in 2018 showed the top four student needs are academic advising, mental health support, career services, and housing. Emerging trends include increased student diversity, changing student expectations, increased collaboration between departments and services for students.

3. The Alex and Jo Campbell Centre for Health & Wellness

Sherri Bell reported the moves will take place in the summer and the building will open in September. The board will be able to see inside on their tour on June 12. There was a few weeks delay in the schedule, but it will not impact the moves.

4. Bargaining Update

Barb Severyn, Executive Director, Human Resources, reported they reached agreement with BCGEU. It was a very fast turnaround, and the PSEA board ratified it on May 3. CUPE's agreement expires at the end of June, and no dates for bargaining have been set yet. CCFA's agreement expired March 31, and the dates will likely be set in the fall.

5. Camosun College Student Society (CCSS) Fee Levies

Deborah Huelscher, CFO & Interim VP Administration, advised the CCSS is required by the College and Institute Act to annually request the board to direct the collection and remittance of all CCSS related fees and levies. They must have referendums to approve the fees and levies. The increases are about 2%.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS DIRECT ADMINISTRATION TO COLLECT THE FOLLOWING FEES FOR THE 2019-2020 ACADEMIC YEAR AND REMIT SAME TO THE CAMOSUN COLLEGE STUDENT SOCIETY:

CAMOSUN COLLEGE STUDENT SOCIETY LEVY.....	\$10.80 PER MONTH
BCFS LEVY	\$1.17/month until December 31, 2019
.....	\$2.34/month commencing January 1st 2020
HEALTH/DENTAL BENEFIT COVERAGE	\$133 PER YEAR (EACH)
ADVOCACY AND CAMPAIGNS	\$1.17/month until December 31, 2019
CASA	\$0.43/month commencing January 1, 2020

AND

DIRECT ADMINISTRATION TO COLLECT THE FOLLOWING LEVIES TO BE COLLECTED AND DISTRIBUTED BY COLLEGE ADMINISTRATION AS PER THE EXISTING ARRANGEMENTS AND UNDERSTANDINGS:

ATHLETICS LEVY.....	\$4.62 PER MONTH
BUILDING FUND LEVY.....	\$4.16 PER MONTH
CHILD CARE LEVY.....	\$1.13 PER MONTH
RECREATION LEVY	\$3.22 PER MONTH
RECYCLED PAPER LEVY	\$0.15 PER MONTH
UNIVERSAL BUS PASS (U-PASS).....	\$20.25 PER MONTH
STUDENT REFUGEE PROGRAM.....	\$0.47 PER MONTH
CARRIED	

6. CCSS Audited Financial Statements – Year Ending March 31, 2018

The CCSS Audited Financial statements are included in the agenda package for information only. It is required by the College & Institute Act that the CCSS provide their audited financial statements for the previous year to its members and to inform the board in writing.

VII ADJOURNMENT

The meeting was adjourned at 6:11 pm.

Ron Rice, Chair

Date

Heather Martin, Recorder