BOARD OF GOVERNORS

REGULAR MEETING AGENDA

MEETING: **Monday, February 3, 2020**
TIME: **5:00 pm**
LOCATION: **Paul Building, Room 216**
CAMPUS: **Lansdowne Campus**

BOARD MEMBERS:
Laylee Rohani, Chair
Bijan Ahmadi
Sherri Bell, President
Monty Bryant, Vice Chair
Tanya Clarmont
Brenda McBain
Margie Parikh
Emily Rogers
Rob Smythe
Mike Stubbing
Al van Akker
Lindsay JD van Gerven
Phil Venoit

ADMINISTRATION:
John Boraas, VP Education
Heather Cummings, VP Student Experience
Deborah Huelscher, CFO & Interim VP Administration
Rodney Porter, Exec. Dir., Communications & Marketing
Barbara Severyn, Exec. Dir., Human Resources
Geoff Wilmshurst, VP Partnerships

GUEST: Christiaan Bernard, Director, Camosun International

REGRETS: Joanne Cumberland

EXECUTIVE ASSISTANT: Heather Martin

Camosun College campuses are located on the traditional territories of the Lkwungen and W̱SÁNEĆ 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	**BOARD MEMBER REPORTS**		
	1. Chair's Report [5 min] (Rohani)	no attachment	
	2. President's Report [5 min] (Bell)	no attachment	
	3. Foundation [5 min] (Bryant/Wilmshurst)	no attachment	
	4. Education Council [5 min] (Ahmadi/McBain)		
	i) Minutes of the November 20, 2019 meeting	attachment	4
	5. Pacific Institution for Sport Excellence [5 min] (Venoit)	no attachment	

			PAGE
IV	**BOARD COMMITTEE REPORTS**		
1.	Executive Committee [5 min] (Rohani)	no attachment	
i)	Student Fee [10 min] (Cummings) *	attachments	8
2.	Finance Committee [10 min] (Stubbing)		
i)	Minutes from the October 28, 2019 meeting	attachment	13
ii)	Report from the January 27, 2020 meeting	no attachment	
V	**APPROVAL OF THE MINUTES**		
1.	Minutes of the December 2, 2019 meeting [2 min] (Rohani)	attachment	15
VI	**NEW BUSINESS**		
1.	Strategic Plan Goal:		
i)	Camosun International Plan [30 min] (Bernard/Wilmshurst)	attachment	19
ii)	Camosun Innovates:		
	'Canadian Foundation for Innovation' [10 mins] (Bell)	no attachment	
2.	Bargaining Update [info] (Severyn)	attachment	26
VII	**ADJOURNMENT**		
*****	Requires a decision. See Page 3 for the proposed motion.	attachment	3

CORRESPONDENCE [nil]

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BOARD OF GOVERNORS

Regular Meeting

MOTION

Monday, February 3, 2020

IV BOARD COMMITTEE REPORTS

1. Executive Committee

i) Student Fee

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE PROPOSED STUDENT SERVICES FEE MEMORANDUM OF UNDERSTANDING WITH THE CAMOSUN COLLEGE STUDENT SOCIETY.

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Education Council

Ensuring that our students are provided with quality educational experiences

Approved Minutes

REGULAR MEETING
Wednesday, November 20, 2019
4:00 – 6:00 pm
P216, Lansdowne

Present

Voting Members

1. Andrea Kucherawy, Support Staff
2. Bijan Ahmadi, Faculty
3. Chris Avis, Faculty
4. Fillette Umulisa, Student
5. Isabel Grondin, Faculty
6. Isaiah Jurkuch, Student
7. Janet Danks, Support Staff
8. Jennifer LeVecque, Faculty
9. John Boraas, Administration
10. Joshua Cameron, Student
11. Mark Fournier, Faculty
12. Paige Martin, Student
13. Robin Fast, Faculty
14. Ryan Russell, Faculty
15. Scott Harris, Administration
16. Vivian Fayowski, Faculty

Non-Voting Members

Brenda McBain, Board of Governors
Connie Klassen, ICC Chair
Melody Foreman, Permanent Secretary
Peter Moroney, Education Policy & Planning
Sherri Bell, President

Regrets/Absent

Debbie Hlady, Administration
Jamie McPherson, Faculty
Richard Stride, Administration
Todd Ormiston, Indigenization Representative

Guests

Alan Duncan, ECE (Chair)
Eric Sehn, Trades and Technology (Dean)
David Visentin, Music (Chair)
Nasr Khalifa, Arts and Science (Associate Dean)
Rashed Al-Haque, Education Policy & Planning (Policy Specialist)

ITEM		PRESENTER
A.	**CALL TO ORDER AND DECLARATION OF QUORUM** The regular meeting was called to order at 4:07 pm. Quorum was reached.	**Bijan Ahmadi**
B.	**ACKNOWLEDGEMENT OF COAST SALISH TERRITORY** *Camosun College campuses are located on the traditional territories of the Lkwungen and W̱SÁNEĆ 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>*	**Bijan Ahmadi**
C.	**ROUND TABLE CHECK-IN**	**Bijan Ahmadi**

ITEM		PRESENTER

Bijan welcomed new members

- Fillette Umulisa (Student)
- Isaiah Jurkuch (Student)
- Joshua Cameron (Student)
- Paige Martin (Student)
- Robin Fast (Faculty)

Bijan reminded members of their roles and responsibilities as outlined in the bylaws and referred members to the section 5 b) which states:

> Inform office of the permanent secretary prior to the meeting when attendance is not possible. When a member of the Council has not attended three (3) consecutive regular meetings, his/her seat will be treated as a vacancy, unless excused by a resolution of the Council.

Bijan reported that as per the bylaws, a faculty member position is now vacant.

Bijan also reported that the Indigenization Representative (non-voting) has also not attended three consecutive meetings and requested that the VP (Education) confirm representation from Eyēʔ Sqâ'lewen.

Bijan requested members reflect on happenings at the college that they would like to highlight.

D. ACCEPTANCE OF AGENDA — **Bijan Ahmadi**

The November 20, 2019 agenda was approved by unanimous consent.

E. MINUTES FOR APPROVAL — **Bijan Ahmadi**

The minutes for October 16, 2019 were approved by unanimous consent.

F. REPORTS

1. Education Council Chair — **Bijan Ahmadi**

No report

2. VP Education — **John Boraas**

John Boraas reported on the work underway for Quality Assurance Process Audit (QAPA) and the college's submission regarding educational programming on the West shore.

3. Board Member — **Brenda McBain**

Brenda McBain reported that the Board of Governors approved the new Program Quality Assurance Policy and the revisions to the Policy Framework on November 4, 2019.

G. COMMITTEE REPORTS

ITEM		PRESENTER
	Education Council Policy and Standards Committee Peter Moroney described the role of the Policy and Standards Committee and the policy work currently being done (e.g. Grade Appeals, Academic Integrity, Grading, Course Withdrawals, and Education Approvals) in order to inform new members.	**Peter Moroney**
H.	**INTEGRATED CURRICULUM COMMITTEE REPORT**	**Connie Klassen**
	Curriculum for Presentation and Approval	
	Whereas: The Integrated Curriculum Committee has reviewed and had consensus to recommend full approval of the following curriculum: ARTS & SCIENCE: MUSIC CREATIVITY & PERFORMANCE FOUNDATIONS Music Creativity & Performance Foundations_IDS3746_Fall 2020_New Program MUSC-110_IDS3792_Fall2020_Revision MUSC-130_IDS3792_Fall2020_Revision MUSC-132_IDS3792_Fall2020_Revision MUSC-221_IDS3792_Fall2020_Revision MUSC-222_IDS3792_Fall2020_Revision **Motion:** Be it so moved that Education Council approves changes to the curriculum as submitted: **Moved by:** Isabel Grondin **Seconded by:** Joshua Cameron **Motion Carried**	**David Visentin**
	Whereas: The Integrated Curriculum Committee has reviewed and had consensus to recommend full approval of the following curriculum: TRADES AND TECHNOLOGY: ELECTRICAL SPECIALIST Electrical Specialist_IDS3787_Winter2020 ELEN-149_IDS3788_Winter2020_New ELEN-165_IDS3789_Winter2020_New **Motion:** Be it so moved that Education Council approves changes to the curriculum as submitted: **Moved by:** Isaiah Jurkuch **Seconded by:** Paige Martin **Motion Carried**	**Alan Duncan**
	Regular Curriculum for Approval **Whereas:** The Integrated Curriculum Committee has reviewed and had consensus to recommend full approval of the following curriculum:	

ITEM		PRESENTER
	ACCESS: ENGLISH LANGUAGE DEVELOPMENT ELD-033_IDS3790_Fall2020_Cancellation ARTS & SCIENCE: MUSIC MUSC 264_IDS3791_Fall2020_Revision ACCESS: MATHEMATICS MATH-072_IDS3794_Fall2020_Revision MATH-073_IDS3795_Fall2020_Revision **Motion:** Be it so moved that Education Council approves changes to the curriculum as submitted: **Moved by:** Jennifer LeVecque **Seconded by:** Andrea Kucherawy **Motion Carried**	
	Curriculum Under Review See ICC Monthly Report	
I.	**PRESENTATION AND DISCUSSION**	
	Quality Assurance Process Audit (QAPA) Peter Moroney updated members on work to date on QAPA and how that work is integrated with other quality initiatives including the Education Approvals Renewal, Program Quality Assurance policy, and Quality Assurance Framework. The QAPA site visit is scheduled for January 16-17, 2020.	**Peter Moroney**
	Grade Appeals Policy Peter Moroney and Rashed Al-Haque updated members on the work to date on the Grade Appeals policy. The College has a Student Appeals policy, which will be replaced with the Grade Appeals, Academic Integrity, and Student Conduct, Rights, and Responsibilities. EdCo's role at this stage is engagement. Member feedback will be considered and incorporated as appropriate. See DRAFT POLICY DOCUMENT	**Peter Moroney/ Rashed Al-Haque**
J.	**ADJOURNMENT** The meeting adjourned at 6:09 pm.	**Bijan Ahmadi**

BRIEFING NOTE

SUBMITTED BY: **Heather Cummings, VP Student Experience**

DATE: **December 2019**

TOPIC: **Introduction of a College Student Services Fee, effective September 2020**

OVERVIEW

The purpose of this briefing note is to provide context to the board executive for the introduction of a new student services fee, effective September 2020.

At Camosun, we have been working for four years to re-establish a strong student centred focus. The Student Experience division is building programs, services, and policy to enrich student learning that contributes to an exceptional overall educational experience. Significant college investments over the last four years has meant we have made a great start; but there is more to do to achieve our vision of ***sustainable, accessible and responsive student services***.

Student feedback indicates that our students want improved access to critical support services like counselling, academic advising, career supports and library resources. They are seeking enhancements to not only the availability of these supports but also more flexibility in the way they are delivered. They would also like to see investments in self service booking tools so that appointments can be made anytime, from any device.

The proposed Student Services Fee will be used to improve programs, services and/or initiatives led by the Student Experience division that will directly enhance the student experience and positively impact student life, including:

- services related to the physical and psychological health and well-being of students;
- social, recreational, and cultural activities and programs;
- academic and career pathway planning;
- academic and learning skills supports;
- campus life, leadership and engagement;
- improved in-person and on-line student service delivery;
- required technology directly related to the programs, services and/or initiatives.

Input and Consultation:

The college has proactively and extensively consulted with students on the possibility of implementing a modest student services fee as per the following:

- Camosun College Student Society (CCSS)
    - Extensive consultation from September 2018-present with CCSS executive and board members on exploring a student services fee and subsequently, on the development of the student consultation process.
- 2018 Annual Student Experience Survey

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  - Over 2,300 students provided feedback on their overall student experience.
  - 67% of students agreed or were neutral to a modest student services fee to cover the expansion of programs and services that directly impact the student experience.
- Thought Exchange Consultation
  - Over 500 students participated in the online crowd-sourcing platform to determine if Camosun was to expand and improve on services to students, what supports would have the greatest impact on their success.
- Memorandum of Understanding (MOU)
  - Camosun College has partnered with the Camosun College Student Society to develop a MOU to outline the administration and allocation of the proposed fee as well as the establishment of a Student Advisory Committee.

Accountability to Students:
The college is committed to tracking the benefit of the student services fee. We will solicit feedback on programs, services and/or initiatives on an annual basis through the Student Experience Survey and will report annually on the progress of the expansion of programs, services and/or initiatives led by the division. The Student Advisory Committee will meet annually to review current and future service investments.

FINANCIAL IMPLICATIONS

- The student services fee will be:
  - $52.50 for a full time student per semester
  - 26.25 for a part time student per semester

It is estimated that revenue generated will be approximately $895,000 plus per annum. Other institutes in BC incorporate a student fee structure, ranging from $100 per term for technology supports, to $45.00 for library and student services. Camosun College is currently the only postsecondary institution in British Columbia that does not have a student fee.

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Memorandum of Agreement between the Camosun College Student Society and Camosun College
Camosun College Student Services Fee

This Memorandum of Agreement is made and entered into on this 22nd day of January 2020 ("Effective Date") by and between:

The Camosun College Student Society (CCSS), an Incorporated Non-Profit Society, located at 3100 Foul Bay Road, Victoria, BC; and

Camosun College, is a post-secondary educational institution funded by the Province of British Columbia and incorporated under the College and Institute Act of British Columbia located at 3100 Foul Bay Road, Victoria;

Purpose & Scope
The purpose of this Memorandum of Agreement (MOA) is to set forth the terms and conditions, and responsibilities of the parties with respect to the proposed Student Services Fee, subject to approval by the Camosun College Board of Governors. It is understood that the College desires to implement a fee paid by the students of Camosun College to cover the expansion of programs, services and/or initiatives which directly enhance the student experience. The Camosun College Student Society desires to ensure any collected fees are utilised for their intended purposes and that students have a voice in determining the programs, services and/or initiatives the fee will support. Both parties also desire and commit to build and promote student life initiatives and collaborate where possible in the administration and delivery of services and programs, which contribute to the health, wellness, and safety of Camosun students.

Duration
This agreement shall come into full force and effect and become binding upon the parties once and if the Camosun College Board of Governors approves the proposed Student Services Fee. This agreement shall remain in effect as long as the Student Services Fee continues to be assessed and collected by Camosun College. The parties will meet annually to review the agreement and can make modifications of the agreement with mutual consent.

Review
Within 5 years of the commencement of fee collection, the College will initiate a comprehensive review to determine the level of improved and enhanced services funded by the Student Services Fee and obtain feedback of the impact on overall student experience. Students, the CCSS, and service providers will be consulted in the course of the review and the final results will be shared with the Student Advisory Committee and the parties to this agreement. Periodic and similar reviews will be initiated to help ensure the fee continues to meet its objectives.

Application of the Fee
The Student Services Fee will be a mandatory fee for all students and shall be assessed at the time of registration on a semester basis. The fee shall be collected and refunded in a manner consistent with other similar fees collected by Camosun College.

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Student Services Fee

- The Student Services Fee is a mandatory $52.50 FT or $26.25 PT levied to all students.
- Monies are collected by Camosun College and will be used solely for the purposes for which they were levied per this Memorandum of Agreement.
- The intent of the Student Services Fee is to provide stable and adequate funding for the expansion of current non academic programs or services offered by Camosun College.
- The fee will directly benefit students through appropriate programs and services.
- The fee may only be increased as per the terms of the British Columbia Tuition Limit Policy; such an increase shall be approved by the Camosun College Board of Governors.
- Any increase of the Student Services Fee other than cost of living will be matched by Camosun College.
- Should any programs or services supported by the student services fee subsequently become funded by any level of government or outside third party, the resulting financial savings will be shard between students and Camosun College.

Use of the Fee

- The Student Services fee will be primarily used to support programs, services and/or initiatives that directly enhance the student experience and positively impact student life, including but not limited to:
    - services and programs related to the physical and psychological health and well-being of students;
    - social, recreational, and cultural activities and programs;
    - academic and career pathway planning;
    - learning skills supports;
    - campus life, leadership and engagement;
    - improved in-person and on-line student service delivery related to the purposes of the fee; and
    - Non base funded technology expenses directly related to these programs, services and/or initiatives.
    - Financial Aid and Awards.

- The College will partner with and support the Camosun College Student Society in delivery of existing CCSS programs which are consistent with the above listed objectives such as, but not limited to; club support, student events, wellness promotion, and student safety programs. To facilitate the enhancement of CCSS services which support the objectives of the Student Services Fee, the College agrees to transfer 6 % of the collected fees each fiscal year to the CCSS.

Accountability Framework

- The Student Experience Division is responsible for the administration of the Memorandum of Understanding.
- The Student Services Division will schedule at least one meeting annually with the Camosun College Student Society to review the Memorandum of Agreement.
- The Student Experience division will oversee the Student Services Fee Advisory Committee.
- In consultation with the Camosun College Student Society and the Student Advisory Committee, the Student Experience Division will solicit feedback from students on programs, services and/or initiatives on an annual basis through the Student Experience Survey and will share the survey results with the Camosun College Student Society and the Student Advisory Committee.

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- The Student Experience division will report annually on the progress of the expansion of programs, services and/or initiatives supported by the Fee.

The Student Advisory Committee:

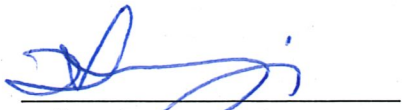
- The Student Advisory Committee shall primarily provide advice to the Student Experience Division and the Camosun College Student Society on issues related to programs and services which enhance the student experience. The committee may also provide counsel and advice on other issues impacting students.
- The Committee composition will include two members appointed by the CCSS, two members appointed by the College and at least four other students selected by the CCSS. Representatives of the college are permitted and encouraged to identify and recommend students to the CCSS for appointment. . The Committee may also invite guests and allow them to present and/or participate in meetings.
- The committee will meet at least once per semester.
- The Vice President of Student Experience and the Director, Student Affairs will be responsible for the administration of the Committee.
- Terms of Reference will be established in consultation with the CCSS prior to the launch of the committee.
- The Committee may establish subcommittees, which can include other students, employees, or subject matter experts as members.

CCSS Representative

January 22nd 2020
Date

CCSS Representative

JAN 22 2020
Date



College Representative

1/22/20
Date

TOP

BOARD OF GOVERNORS

FINANCE COMMITTEE MINUTES

MEETING: **Monday, October 28, 2019**
TIME: **4:00 pm**
LOCATION: **Paul Building, Room 216, Lansdowne Campus**

BOARD MEMBERS:
Cindy Choi, Chair
Joanne Cumberland
Margie Parikh
Laylee Rohani
Al van Akker
Sherri Bell, President (ex officio)

RESOURCES:
Deborah Huelscher, CFO & Interim VP Administration

REGRETS:
Rob Smythe
Mike Stubbing

EXECUTIVE ASSISTANT: Heather Martin

I CALL TO ORDER

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

II APPROVAL OF AGENDA

The agenda was approved with one addition under new business: New Committee Members.

III MINUTES OF PREVIOUS MEETING

The minutes of the September 3, 2019 meeting were approved as distributed.

IV NEW BUSINESS

1. Committee Members

Cindy Choi welcomed new Finance Committee members Al van Akker and Margie Parikh to their first Finance meeting. The newest appointed member is Mike Stubbing, but he was not able to attend. Laylee Rohani asked Mike to be the new Chair of the Finance Committee after Cindy's term ends in December. Cindy and Deborah Huelscher have a transition meeting planned for Mike on November 13.

2. Financial Management Report for the Six Months to September 30, 2019

Cindy Choi, Chair, noted there is always a budgeted deficit at the six-month point because we incur expenses before the revenue comes in. Overall, we are reporting a deficit of $6.3M against a budgeted deficit of $5.9M resulting in a negative variance of $.4M at September 30.

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Deborah Huelscher, CFO & Interim VP Administration, provided a summary level update on the financial results for the second quarter of the fiscal year. The previous year is included for context. Overall, the $.4M negative variance is minor and is within the tolerance level of 1% variance of $1.5M. The College Executive Quarterly Reviews are taking place this week, and more detail will become available. Fall enrolment numbers for international students are on target at 1,646 students. We have a contingency for increased demands for faculty and supports for students. Our updated second quarter forecast for the year shows a balanced budget at March 31, 2020.

3. Budget Process for 2020/2021

Deborah Huelscher provided an overview of the timeline and process for the development of the annual budget. The process is similar to previous years. Finance has new budget module, to be rolled out in January, that will connect to the finance system. Budget building will take place in February and March. The Finance committee will make a recommendation to the Board of Governors for a decision on April 14, 2020.

V ADJOURNMENT

Laylee Rohani thanked Cindy Choi for all her years of work on the Finance Committee, as this is Cindy's last meeting.

The meeting was adjourned at 4:55 pm.

BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: **Monday, December 2, 2019**
TIME: **5:00 pm**
LOCATION: **Paul Building, Room 216, Lansdowne Campus**

BOARD MEMBERS:
Laylee Rohani, Chair
Bijan Ahmadi
Sherri Bell, President
Monty Bryant
Cindy Choi
Joanne Cumberland
Brenda McBain
Emily Rogers
Rob Smythe
Mike Stubbing
Al van Akker
Lindsay JD van Gerven
Phil Venoit

ADMINISTRATION:
John Boraas, VP Education
Heather Cummings, VP Student Experience
Rodney Porter, Exec. Director, Communications & Marketing
Barbara Severyn, Exec. Director, Human Resources
Geoff Wilmshurst, VP Partnerships

GUESTS:
Ian Humphries, Dean, Access & Eye? Sq?'lewen
Janice Simcoe, Director, Eye? Sq?'lewen, Centre for Indigenous Education & Community Connections

REGRETS:
Tanya Clarmont
Deborah Huelscher, CFO & Interim VP Administration
Margie Parikh

EXECUTIVE ASSISTANT: Heather Martin

I CALL TO ORDER

Laylee Rohani, Chair, called the meeting to order at 5:00 pm. Jeety Bhalla, Chair, Foundation Board, presented the Board of Governors with the champagne prize for winning the 2019 'Together for Health Campaign' challenge.

II OATH OF OFFICE

Laylee Rohani administered the Oath of Office to new Board member Michael Stubbing.

III APPROVAL OF THE AGENDA

The agenda was approved as distributed.

TOP

IV BOARD MEMBER REPORTS

1. Chair's Report

Laylee Rohani, Chair, met with Sherri Bell several times for planning. Sherri and Laylee joined past Chair Ron Rice on November 5 for the 50th Anniversary celebration of the Victoria Native Friendship Centre. The Lieutenant Governor of BC Janet Austin hosted the event, which took place at Government House. The School of Arts & Science held their Student Awards Ceremony on November 4. Monty Bryant welcomed them on behalf of the board. Monty brought a welcome to the Dedicated Service Dinner for long-term employees on November 7.

Thank you Cindy Choi and Deborah Huelscher for meeting Mike Stubbing on November 13. Mike will be the Chair of the Finance committee starting January 1, so they provided him with an overview. Monty attended the School of Health & Human Services Awards on November 22. Thank you, Monty, for representing the board at the events in November.

The College's Grand Opening celebration of the Alex & Jo Campbell Centre for Health and Wellness (AJCCHW) took place on November 26. It was a wonderful event and well attended. Laylee acknowledged the incredible team at Camosun that enabled the construction of a state of the art building in such a short time.

Laylee has been working on a package for the Crown Agencies and Board Development Office (CABRO) for July 31, 2020. Laylee's term will end then. We are seeking an appointment with legal expertise to begin August 1.

2. President's Report

Sherri Bell, President, spent time in November in four classrooms in three different schools. She said it is great to spend time with the students. Sherri spoke about applied and relevant education to the Harbourside Rotary, and spoke of the future of education at the South Island Prosperity Project event with Presidents from UVic and Royal Roads. The opening event for AJCCHW was an amazing, emotional, and positive experience. The donors were very pleased with the building, and how it will help to prepare our students.

Last week 20 Presidents from universities in the Philippines spent a week at Camosun. They wanted to understand how we do teaching and learning. The College Executive Team spent a great deal of time working with Royal Roads on the business case for the West Shore project. Once ready, it will go to Treasury Board for a decision on whether to proceed.

3. Foundation

Monty Bryant, Foundation Liaison, noted the Foundation Board met last week. Four new board members were added, which will help with fundraising. The Foundation is actively working with $17.3M, 51% fixed income, 41% Equity and the remainder in cash. The return benchmark is 7% and they have been making 9.6%. To date $460K has been disbursed to students, and the goal is to disburse $560K. A lot of good work has been done.

Geoff Wilmshurst, Vice President Partnerships, noted the health campaign has reached $3.8M towards the capital goal of $5M. $4.4M overall has been raised including the scholarships. Other fundraising year to date is $1.063M. The current project is 'Giving Tuesday' whose goal is $25K to support students in crisis. We are at $10K. We are grateful to the CCSS for their match of $12K.

4. Education Council

Bijan Ahmadi, Education Council Chair, noted the minutes from the October 16 meeting were included in the agenda package. Three new student members have joined, as well as one faculty member. There is one more seat to fill. Two new programs were approved.

V BOARD COMMITTEE REPORTS

1. Executive Committee

Laylee Rohani, Chair, Executive Committee, noted they discussed the revisions to 'G-1.7 Board Executive Committee Terms of Reference', and made a recommendation to the board. It is coming up next on the agenda. The Board Executive received an update on the Film Studio and Citizens' Services Lease. They reviewed the President's Goals for 2019 and 2020. We discussed recommendations for a new board member with legal expertise. The candidates will apply through the Crown Agencies and Resourcing Office (CABRO).

i) G-1.7 Executive Committee Terms of Reference, G-1.3 Board Decision Making Policy

Laylee Rohani noted at the last board in-camera meeting, we discussed the proposed revisions to the Board Executive Committee Terms of Reference. Executive Committee reviewed all the feedback and proposed the revisions below.

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO 'G-1.7 BOARD EXECUTIVE COMMITTEE TERMS OF REFERENCE' AS FOLLOWS:

- **TO ADD UNDER TERMS OF REFERENCE "THE EXECUTIVE COMMITTEE OF THE BOARD WILL BE RESPONSIBLE FOR STUDENT APPEALS OF SUSPENSION ON BEHALF OF THE BOARD AND SUCH DECISIONS WILL BE FINAL."**
- **TO REMOVE LINE FOUR UNDER 'SPECIFIC ROLES'.**
- **TO ADD UNDER MEMBERSHIP "IN THE CASE OF AN APPEAL OF A STUDENT SUSPENSION, A STUDENT REPRESENTATIVE OF THE BOARD WILL BE ASKED TO PARTICIPATE AND IF SUCH REPRESENTATIVE AGREES TO PARTICIPATE THEN SUCH REPRESENTATIVE SHALL BE ADDED AS A MEMBER OF THE COMMITTEE UNTIL SUCH TIME AS THE COMMITTEE MAKES A FINAL DECISION WITH RESPECT TO THE APPEAL. IF SUCH STUDENT REPRESENTATIVE DOES NOT AGREE TO PARTICIPATE IN THE APPEAL PROCESS, THE OTHER STUDENT REPRESENTATIVE OF THE BOARD WILL BE ASKED TO PARTICIPATE IN ACCORDANCE WITH THIS PARAGRAPH."**

CARRIED

When the first paragraph is changed in 'G-1.7 Executive Committee Terms of Reference', it will require an automatic housekeeping update to 'G-1.3 Board Decision Making' section D. 3, as it mirrors the Terms of Reference.

ii) President's Goals: Review of 2019 and Goals for 2020

Sherri Bell, President, noted the first two pages are the goals that she presented last January. She checked what was achieved, not achieved, or in progress. The following two pages are her goals for 2020. Some are similar, but the actions are completely different. To develop them, Sherri worked with Laylee Rohani and the Board Executive.

VI APPROVAL OF THE MINUTES

The minutes of the November 4, 2019 meeting were approved as distributed.

VII NEW BUSINESS

1. Strategic Plan Goal: Indigenization

Janice Simcoe, Director, Eye? Sq?'lewen, Centre for Indigenous Education & Community Connections (CIECC), said the definition of Indigenization is the process by which Indigenous ways of knowing, being, doing and relating are incorporated into educational, organizational, cultural and social structures of the institution. It has many components and they have to happen together. Indigenization has two goals; that students see themselves reflected in the education they get, and that non-Indigenous students come away better prepared to have relationships with Indigenous people.

The leaders, advisors, faculty, and administration in CIECC spent many years figuring out how to accomplish the goals. They shifted away from telling others what to do, and looked at themselves and how they relate to others. The booklet 'Our Ways of Being Together' came out of that process. Janice outlined the four cores values in the booklet; self-awareness, respectful communication, supportive relationships, and collective responsibility.

Ian Humphries, Dean, Access & Eye? Sq?'lewen, provided an update on the Indigenization and Reconciliation Task Force. Since 2016, of the Task Force's 39 recommendations, 13 are complete, 20 are basically complete but with ongoing work, and 6 are ongoing. Highlights include the 2017 Conversations Day, the Annual Orange Shirt Day, an Indigenous member on the Senior Leadership Team, Indigenous focused required learning, Cultural Camps, and TEL₮IN T₮E WILNEW TTW (TTW) - a course for employees. The board members were invited to attend an intake of TTW.

VIII ADJOURNMENT

The meeting was adjourned at 6:09 pm.

Laylee Rohani, Chair **Date**

Heather Martin, Recorder

BRIEFING NOTE
Board of Governors

SUBMITTED BY:	**Geoff Wilmshurst, VP Partnerships**
DATE:	**February 3, 2020**
TOPIC:	**Camosun International Plan 2020-2023**

For Information: X For Decision: For Discussion:

1. OVERVIEW

Geoff Wilmshurst, VP Partnerships, and Christiaan Bernard, Director, Camosun International, are presenting the Board of Governors with a high-level plan for Camosun International for 2020 to 2023.

The plan includes Camosun International's vision and strategic goals as well as the context and key strategies for recruitment and marketing; mobility and international experience; projects and education pathways; and student experience and success.

There will be an opportunity for questions and answers at the February 3 board meeting.

2. SUPPORTING DOCUMENTATION:

The Camosun International Plan 2020-2023 is attached.

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PLAN 2020-23

CAMOSUN INTERNATIONAL

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CAMOSUN INTERNATIONAL VISION

Camosun International strives to promote a community where an awareness and understanding of culture is valued, different viewpoints are heard, and all are respected.

CAMOSUN INTERNATIONAL STRATEGIC GOALS

1. Continue to develop and maintain a sustainable international student recruitment strategy that emphasizes academic quality and source country diversity while ensuring strong fiscal results for the College based on agreed targets.

2. Ensure ongoing growth in opportunities for Camosun students and faculty to have international experiences through exchanges, field schools and locally based opportunities.

3. Continue to engage in international project activities both at home and abroad that provides opportunities for Camosun students and faculty, provides a revenue source and develops new pathway opportunities for international students to access Camosun programs both in Victoria and overseas.

4. Invest in and support a culture of excellence by providing opportunities for student success through exceptional support services, recruitment practices, and engagement for the mutual exchange of ideas in and beyond the classroom that positively impact both international and domestic students.

TOP

1. INTERNATIONAL STUDENT RECRUITMENT AND MARKETING

The Context

The major markets for International enrolment in British Columbia remain India, China, Japan, Korea, Mexico, and Vietnam. Current concern around geopolitical tensions and uncertainty may impact top recruitment markets for Camosun and Canada which makes a diversification strategy essential. With Canada being one of the desirable countries for International students along with having the lowest tuition of the 5 major English-speaking destinations (UK, USA, Australia, New Zealand), it remains in a strong position to continue to globally capture a significant portion of the emerging international student market.

While Camosun has a wide range of academic programming only a few areas, primarily business, and Arts and Science (University Transfer), have attracted substantial numbers of international students. The challenge will be to increase our success in marketing and recruiting to what have been traditionally less popular programs, increase our capacity in popular program areas and develop new programs that will be attractive to both a domestic and international audience.

Key Strategies

- Increasing diversification of the international student body.
- Careful monitoring of tuition revenues to meet fiscal targets.
- Mitigation of risk to sustainably grow student enrolment and revenue.
- Continued implementation of a student-centred approach to strategic enrolment, from the first point of contact through to graduation.
- Continued implementation of academically oriented recruitment strategies.
- Introduction of more sophisticated approaches for Strategic Enrolment Management.
- Strengthen and further develop beneficial relationships with stakeholders across the College, country, and around the world.

Recruitment Targets

Year	China	India	Vietnam	Other	Total
19/20	564	705	161	874	2304
20/21	600	715	180	900	2395
21/22	615	720	200	950	2485
22/23	650	725	220	1000	2995

Note: The most recent international enrollment number is 2246. This KPI is focused on continued steady incremental growth and increasing diversity.

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2. STUDENT AND FACULTY MOBILITY AND INTERNATIONAL EXPERIENCE

The Context

While students from other countries tend to see themselves as preparing for the global economy, Canadian students are thinking more locally about their opportunities. Only 2.3% of Canadian post-secondary students engage in an international experience compared to 30% of Germans and 50% of Australians. At Camosun these numbers are even smaller. Mobility abroad fosters the 21st-century skills that Canadian companies say they want in employees: adaptability, resilience, teamwork, intercultural awareness and communication skills and therefore are important Camosun graduates.

Despite this Camosun offers a wide range of international study opportunities including bilateral opportunities to sixteen universities and colleges worldwide and through annual field schools that offer shorter, group experiences. Many of these opportunities are not taken up for reasons that vary from student financial obligations at home, the short duration of many Camosun programs and a reluctance for local students to take on international opportunities.

Camosun has also engaged in the development of faculty field schools with successful programs to China and Tanzania in the past two years. We will continue to offer these opportunities in future years.

In August, 2019 the Government of Canada announced a pilot program that will inject 91 million dollars to support international mobility for outbound students at Canadian colleges, institutes, CEGEPs, polytechnics, and universities. Camosun will take full advantage of this opportunity over the next five years in order to increase our outbound study abroad participation.

Key Strategies

- Maintain and develop new bilateral exchange partnerships and opportunities to popular destinations.
- Work closely with faculty champions to develop and maintain exchange partnerships, field schools and to encourage students to take advantage of these opportunities.
- Engage CICan and other funders to ensure that Camosun students can access the new Canadian study abroad funding and other sources of funding.
- Continue to offer and grow international opportunities for Camosun faculty and staff.
- Develop additional short term exchange partnerships with low financial burden to participate.

Camosun Students participating in Study Abroad Targets

Year	Outgoing	Short Term	Field School	Totals
19/20	15	20	25	60
20/21	25	30	35	90
21/22	30	40	40	110
22/23	35	60	45	140

Note: Outgoing refers to semester or year long programs, short term refers to less than one semester. The 2018-19 total enrolment for study abroad was 57 students total.

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3. INTERNATIONAL PROJECTS AND EDUCATION PATHWAYS

The Context

Camosun has been actively engaged in international project work for over two decades and has established a strong reputation in the Canadian college sector as a strong and reliable partner for Canadian post-secondary intuitions, Canadian funding organizations and international partners. We continue to have project success in East Africa, the Middle East and South East Asia but we are ready to enter into a new era of international project activity that will include deeper, long-term partnerships that will lead to greater opportunities to build capacity overseas and to foster student pathway opportunities for Camosun students to go abroad and international students to engage in Camosun programs both abroad and in Victoria.

We also continue to have success in securing international project funding from foreign governments for specialized training on our campuses and providing summer programs to groups of students with a focus on English language learning.

Key Strategies

- Continue to engage in the development and maintenance of our Canadian partnerships including those with post-secondary institutions, domestic and international funders.
- Seek out new project opportunities and new funding sources while leveraging regions where we have strength and visibility.
- Pursue international partnership opportunities that will allow Camosun to engage more fully in international pathway opportunities through off-shore education and training.
- Ensure annual revenue targets for international project activity are met.

International Project Targets

Year	# of Proposals	# of Overseas Projects
19/20	27	7
20/21	30	9
21/22	35	11
22/23	40	13

Note: There are currently 6 active overseas projects, one in the Philippines, two in Kenya, one in Panama, Jordan and Mexico.

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4. STUDENT EXPERIENCE AND SUCCESS

The Context

International Student Services in Camosun International has developed a unique service approach of providing a single connection point for international students to access the services available to them. This provides students with safe and easy access to services when they need assistance and when they think they need to be heard. This does not mean that we work in isolation. What makes our services valuable is the interconnectivity we strive to achieve by aligning our services with the Registrar's Office and the Office of Student Affairs. CI is constantly working to build strong relationships with Schools and other departments to create a bridge between the Camosun community and students.

Key Strategies

- Providing timely services that contribute to students' success and adaptation to Camosun's academic system.
- Empowering students by providing relevant information and training, so that they can make informed decisions about their studies at Camosun College and their future career.
- Providing opportunities to connect with other students through cultural and social events including opportunities to improve their leadership and communication skills through volunteering.
- Providing up to date immigration advice and support (*RISIA) (Regulated International Student Immigration Advisor*) Licensed staff)).
- Building college-wide connections with other departments and schools to create a holistic approach to assisting student success.
- Contributing to equity, diversity and inclusion by creating intercultural connections between the students we serve and the Camosun community.
- Coordination of student-led Peer Connections program year round.

Camosun International staff licensed or in progress to be licensed RISIA

Year	RISIA Licenses	In progress	Totals
19/20	4	3	7
20/21	7	2	9
21/22	9	2	11
22/23	10	1	11

Note: RISIA means Regulated International Student Immigration Adviser. This certification allows college staff to provide student related immigration advice and is critical to the success of Camosun's international support services. Currently there are four RISIA staff.

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BOARD OF GOVERNORS
BRIEFING NOTE

SUBMITTED BY: **Barbara J. Severyn, Executive Director of Human Resources**
DATE: **January 14, 2020**
TOPIC: **BARGAINING UPDATE**

For Information: X For Decision: For Discussion:

ISSUE
The terms and conditions of employment for unionized employees at Camosun College are governed by three collective agreements which expired in 2019. The collective agreement between Camosun College and the British Columbia Government Employees' Union has been renewed for the term of April 1, 2019 and March 31, 2022. Contract negotiations will continue between Camosun College and each of the Camosun College Faculty Association and the Canadian Union of Public Employees, Local No. 2081, until tentative agreements are reached between the respective parties and memorandums of settlement are ratified.

Background:
A Briefing Note dated November 14, 2018, provided the Board with background information regarding Government's bargaining mandate; how proposals are developed and bargaining committees formed; the strategic roles of the Board, College Executive Team (CET) and Local Bargaining Committees; as well as bargaining progress to date. Board updates will continue to be regularly provided until bargaining has concluded for the remaining two Unions at Camosun College.

British Columbia Government Employees' Union (BCGEU) Common and Local Agreement: The BCGEU Common and Local agreements were ratified by the parties' respective principals on May 3, 2019.

Federation of Post-Secondary Educators of BC (FPSE) and Camosun College Faculty Association (CCFA) -- Common and Local Agreements: The FPSE Template Table signed a protocol agreement and common table bargaining, which commenced in late October, continues as of the date of this Briefing Note. A protocol agreement was signed by the College and the CCFA on December 3, 2019, and local bargaining dates have been established commencing Winter 2020.

Canadian Union of Public Employees, Local No. 2081 (CUPE): Local bargaining continues between Camosun College and CUPE 2081 and discussions remain positive and productive as at the date of this Briefing Note.

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