



BOARD OF GOVERNORS

Inaugural Meeting

MEETING: Monday, September 21, 2020
TIME: 5:00 pm – Inaugural meeting
ONLINE: Teams

BOARD MEMBERS:

Monty Bryant, Chair
Bijan Ahmadi
Sherri Bell, President
Tanya Clarmont
Joanne Cumberland
Richard Margetts
Brenda McBain
Brent Palmer
Margie Parikh
Emily Rogers, Vice Chair
Mike Stubbing
Al van Akker
Fillette Umulisa
Lindsay JD van Gerven
Phil Venoit

ADMINISTRATION:

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

REGRETS: nil

EXECUTIVE ASSISTANT: Heather Martin

Camosun College campuses are located on the Traditional Territories of the Lekwungen and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

A G E N D A

- I **CALL TO ORDER** (Bryant)
- II **OATH OF OFFICE** (Bryant)
 - i) Richard Margetts
 - ii) Brent Palmer
 - iii) Fillette Umulisa
- III **ADJOURNMENT**



BOARD OF GOVERNORS

REGULAR MEETING AGENDA

MEETING: Monday, September 21, 2020
TIME: Immediately following the inaugural meeting
ONLINE: Teams

BOARD MEMBERS:

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 Geoff Wilmshurst, VP Partnerships

GUEST: Scott Harris, Registrar

EXECUTIVE ASSISTANT: Heather Martin

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I CALL TO ORDER	PAGE
II APPROVAL OF THE AGENDA	
III BOARD MEMBER REPORTS	
1. Chair’s Report [5 min] (Bryant)	no attachment
2. President’s Report [5 min] (Bell)	no attachment
3. Foundation [5 min] (Bryant/Wilmshurst/Clarmont)	no attachment
4. Education Council [5 min] (Ahmadi/McBain/Cumberland)	
i) Minutes of the May 20, 2020 meeting	attachment 4
5. Pacific Institution for Sport Excellence [5 min] (Venoit)	no attachment

	PAGE
IV BOARD COMMITTEE REPORTS	
1. Executive Committee [5 min] (Bryant)	no attachment
i) Student Misconduct Policy [10 min] (Cummings) *	attachment 9
ii) Five Year Capital Plan [5 min] (Huelscher) *	attachment 19
2. Finance Committee [10 min] (Stubbing)	
i) Minutes from the May 19, 2020 meeting	attachment 26
ii) Report from the August 31, 2020 meeting	no attachment
a. Financial Information Act Report *	attachment 28
V APPROVAL OF THE MINUTES	
1. Minutes of the June 8, 2020 meeting [2 min] (Bryant)	attachment 55
VI NEW BUSINESS	
1. September Enrolment Report Snapshot [10 min] (Harris)	attachment 60
2. Financial Update [5 min] (Stubbing/Huelscher)	no attachment
3. Accountability Plan & Report [15 min] (Porter)	enclosure
4. Strategic Plan Annual Progress Report [10 min] (Bell)	enclosure
VII ADJOURNMENT	
* Requires a decision. See Page 3 for the proposed motions.	attachment 3

CORRESPONDENCE [nil]



BOARD OF GOVERNORS

Monday, September 21, 2020

IV BOARD COMMITTEE REPORTS

1. EXECUTIVE COMMITTEE

i) Student Misconduct Policy

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE POLICY 'STUDENT MISCONDUCT POLICY'.

ii) Five Year Capital Plan

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE SUBMISSION OF CAMOSUN COLLEGE'S FIVE YEAR CAPITAL PLAN (2021/22 to 2025/26) TO THE MINISTER OF ADVANCED EDUCATION, SKILLS & TRAINING.

2. FINANCE COMMITTEE

ii) a) Financial Information Act Report

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE 2019/2020 FINANCIAL INFORMATION ACT REPORT AND AUTHORIZE ITS SUBMISSION TO THE MINISTER OF FINANCE AND THE MINISTER OF ADVANCED EDUCATION, SKILLS & TRAINING.



Approved Minutes

REGULAR MEETING

Wednesday, May 20, 2020

4:00 – 6:00 pm

Video Conference

Present

Voting Members

1. Andrea Kucherawy, Support Staff
2. Bijan Ahmadi, Faculty
3. Chris Avis, Faculty
4. Debbie Hlady, Administration
5. Fillette Umulisa, Student
6. Isabel Grondin, Faculty
7. Jennifer LeVecque, Faculty
8. Janet Danks, Support Staff
9. John Boraas, Administration
10. Mark Fournier, Faculty
11. Robin Fast, Faculty
12. Ryan Russell, Faculty
13. Scott Harris, Administration
14. Richard Stride, Administration
15. 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
 Todd Ormiston, Indigenization Representative

Regrets/Absent

Joshua Cameron, Student
 Paige Martin, Student
 Isaiah Jurkuch, Student

Guests

Rashed Al-Haque, Education Policy Specialist

ITEM	PRESENTER
A. CALL TO ORDER AND DECLARATION OF QUORUM The regular meeting was called to order at 4:01 pm. Quorum was reached.	Bijan Ahmadi
B. ACKNOWLEDGEMENT OF COAST SALISH TERRITORY <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>	Bijan Ahmadi
C. ACCEPTANCE OF AGENDA The May 20, 2020 agenda was approved with amendments by unanimous consent.	Bijan Ahmadi

D. MINUTES FOR APPROVAL**Bijan Ahmadi**

The minutes for April 15, 2020 were approved by unanimous consent.

E. REPORTS**1. Education Council Chair****Bijan Ahmadi**

Bijan Ahmadi reminded members of the EdCo Retreat to be held on June 12th via videoconference and will include new members Blair Fisher, Puneet Kaur, Ruth Lyall. Bijan also expressed appreciation to Ryan Russell for serving another 2-year term and welcomed Vivian Fayowski back to EdCo. Bijan also reminded members that the Special Election meeting for the election of chair and vice-chair will be held on June 24th.

2. VP Education**John Boraas**

John Boraas provided members with a general update on the College amid the COVID-19 pandemic. The College saw its first return of students to campus on May 20th, which was subject to an enormous level of scrutiny to create mitigations and supports to ensure student safety as well as dental students' ability to accredit. The College is working through process to determine which programs will be allowed on campus for the summer and fall semesters. The majority of programs will continue to be delivered online as per the direction of the health authority. The College continues to navigate the complexities involved in ensuring both the safety of the campus community as well as student success and will continue to regularly communicate with and provide clarity for the campus community.

3. Board Member**Brenda McBain**

Brenda McBain reported that the Board of Governors met on May 19th and approved the [Academic Accommodation for Students with Disabilities](#) and the [Duolingo Exam for General College Admissions](#) (approved by EdCo on April 15, 2020). The President reported that the Erasing Barriers emergency fund has received 1300 applications and, to date, \$235,000 has been distributed to just under 1000 students. International enrolment is at 635, down approximately 100 from this time last year, and domestic enrolment is down approximately 15%. The provincial government has provided some general guidelines for campus reopening and will be providing more details in the next couple of weeks. Sherri Bell and Evan Hilchey reported to the Board on the implementation and review of the [Sexual Violence and Misconduct](#) policy, which is currently undergoing a review and campus-wide consultation. The Board also approved motions for administration to collect fees and levies for 2020/2021 academic year, which will be remitted to the Camosun College Student Society.

F. COMMITTEE REPORTS

Education Council Policy and Standards Committee**Peter Moroney**

Peter Moroney reported that the committee met on May 6th, and Andrea Kucherawy joined as a guest. Policy work included the Grade Review and Appeals and Indigenization policies being presented at today's EdCo meeting. The committee also discussed the Student Conduct policy, which is currently under development under the stewardship of Heather Cummings. As the Student Conduct policy is interconnected with the Academic Integrity policy currently under development, the Student Conduct policy will be coming to the Policy and Standards committee on June 1st for feedback. The Student Conduct policy will come to EdCo at later date before going forward to the Board for approval.

G. CURRICULUM FOR PRESENTATION AND APPROVAL

ACCESS: EMPLOYMENT TRAINING AND PREPARATION**Mark Fournier**

[Employment Preparation IDS3843 Fall2020 NEW CERTIFICATE](#)
[Sector-Specific Employment Training IDS3843 Fall2020 NEW CERTIFICATE](#)
[Occupations Launch IDS3843 Fall2020 NEW CERTIFICATE](#)
[ETP Cooperative Community Cooking IDS3842 Program Cancellation](#)
[ETP Distribution Services IDS3842 Program Cancellation](#)
[ETP EARTH Gardening IDS3842 Program Cancellation](#)
[ETP Workplace Literacy and Numeracy IDS3842 Program Cancellation](#)
[ETP Level 1 IDS3842 Program Cancellation](#)
[ETP Level 2 IDS3842 Program Cancellation](#)
[ETP 010 IDS3840 NEW](#) [ETP 021 IDS3841 CANCEL](#)
[ETP 011 IDS3840 NEW](#) [ETP 022 IDS384 CANCEL](#)
[ETP 020 IDS3840 NEW](#) [ETP 023 IDS384 CANCEL](#)
[ETP 021 IDS3840 NEW](#) [ETP 024 IDS384 CANCEL](#)
[ETP 030 IDS3840 NEW](#) [ETP 025 IDS384 CANCEL](#)
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[ETP 053 IDS3840 NEW](#) [ETP 035 IDS384 CANCEL](#)
[ETP 036 IDS384 CANCEL](#)
[ETP 037 IDS384 CANCEL](#)
[ETP 038 IDS384 CANCEL](#)
[ETP 039 IDS384 CANCEL](#)

Motion:

That Education Council approves the Employment Training and Preparation curriculum as submitted:

Moved by: Debbie Hlady
 Seconded by: Isabel Grondin
 Motion Carried (Mark Fournier Abstained)

H. REGULAR CURRICULUM FOR APPROVAL

[IST-093 \(was 118\) IDS3890 Fall2020](#)

Bijan Ahmadi

[IST-094 \(was 119\) IDS3891 Fall2020](#)

[IST-095 \(was 171\) IDS3892 Fall2020](#)

[IST-096 \(was 172\) IDS3893 Fall2020](#)

[Indigenous College Preparation IDS3889 Fall2020 Revision](#)

Motion:

That Education Council approves the Indigenous Studies and Indigenous College Preparation curriculum as submitted:

Moved by: Debbie Hlady
 Seconded by: Janet Danks
 Motion Carried

I. INTEGRATED CURRICULUM COMMITTEE REPORT

Connie Klassen

Regular Curriculum for Approval

Whereas: The Integrated Curriculum Committee has reviewed and had consensus to recommend full approval of the following curriculum:

HEALTH & HUMAN SERVICES: CMLA

[CMLA IDS3895 Fall2020](#)

Motion:

That Education Council approves changes to the curriculum as submitted:

Moved by: Isabel Grondin
 Seconded by: Scott Harris
 Motion Carried

Whereas: The Integrated Curriculum Committee has reviewed and did not have consensus to recommend full approval of the following curriculum:

ACCESS: ENGLISH

[ENGL-092 IDS3897 Fall2021](#)

[ENGL-094 IDS3898 Fall2021](#)

ACCESS: ACADEMIC CAREER FOUNDATION

[COMP-040 IDS3899 Fall2021](#)

Motion:

That Education Council approves changes to the curriculum as submitted:

Moved by: Fillette Umulisa
 Seconded by: Debbie Hlady
 Motion Carried

J. ITEMS FOR ACTION

Indigenization Policy

Peter Moroney

See [New DRAFT Policy](#)**Motion to Endorse:**

That Education Council endorse the new Indigenization policy going forward to the Board of Governors for approval:

Moved by: Mark Fournier
Seconded by: Richard Stride
Motion Carried

Grade Review and Appeals Policy

Peter Moroney

See [New DRAFT Policy](#) | [Process Document](#) | [Standards Document](#)**Motion to Approve:**

That Education Council approve the new Grade Review and Appeals policy, to be implemented at a later date, subject to the approval of Academic Integrity and Student Conduct policies:

Moved by: Andrea Kucherawy
Seconded by: Chris Avis
Motion Carried

K. PRESENTATION AND DISCUSSION**Terms of Reference: Education Council Academic Appeals Panel**Peter Moroney/
Rashed Al-HaqueSee [Policy Supporting Document](#)**Managing Vacancies at Education Council**

Bijan Ahmadi

See [Discussion Paper](#)**L. ADJOURNMENT**

Bijan Ahmadi

The meeting adjourned at 6:03 pm.



BRIEFING NOTE
Board of Governors

SUBMITTED BY: Heather Cummings, Vice President Student Experience
DATE: September 21, 2020
TOPIC: Student Misconduct Policy

For Information:

For Decision: X

For Discussion:

1. OVERVIEW

The Student Misconduct Policy replaces the former Student Conduct policy and focusses on student non-academic misconduct. Academic misconduct matters will be addressed through the Academic Integrity Policy. Highlights of the new policy include:

- Shifts the administration of the policy to the VP Student Experience.
- Clarification of roles including identifying the Office of Student Support and Campus Security.
- Maintain the role of faculty and staff in the Schools to support informal resolution of student issues.
- Clearly articulates the College's commitment to procedural fairness and natural justice.
- Includes both on and off campus behavior (where there is a clear link back to the College) including work integrated learning.
- Includes a distinct appeals process which is consistent with G-1.3 Board Decision Making Policy.

The new policy was developed using a representative Working Group led by the Vice President Student Experience including the Office of Student Support, Campus Security, the Camosun College Student Society, Student Affairs, and the Schools. The updated policy was posted for feedback from students and employees on the Policies webpage. The policy has been reviewed and endorsed by Education Leadership Team as well as Education Council.

To be more accessible for students, the Appeal of Suspension from College process, found in G-1.7 Board Executive Committee Terms of Reference, will be attached to this and Sexual Violence and Misconduct Policy. The Board Executive developed this procedure in 2018. It's included here as a reference document.

2. FINANCIAL IMPLICATIONS

There are no foreseeable financial implications to implement this policy.

3. COMMUNICATIONS

The final policy will be communicated via College-wide email distribution lists including stakeholder groups. It will also be communicated through CamNews and student media. The policy will officially reside on the College [policy website](#).

4. RECOMMENDATION AND OR MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE POLICY 'STUDENT MISCONDUCT POLICY'.

5. SUPPORTING DOCUMENTATION:

- i. Student Misconduct Policy



POLICY TITLE	Student Misconduct Policy
POLICY NUMBER	E-2.5
APPROVAL DATE	October 27, 2003
APPROVAL BODY	Board of Governors
LAST UPDATE OR AMENDMENT OR REVIEW DATE	
NEXT REVIEW DATE	2025
POLICY HOLDER	VP Student Experience
RESPONSIBLE OPERATIONAL LEADER	Director Student Affairs
SUPPORTING DOCUMENTS	Student Misconduct Procedure Appeal of Student Suspension

STUDENT MISCONDUCT

PURPOSE AND/OR RATIONALE

All persons are expected to conduct themselves in a respectful way at Camosun College (“Camosun” or the “College”). This Student Conduct Policy (the “Policy”) outlines Camosun’s expectations of all students.

The Policy provides a framework, supported by principles and procedures, to address and resolve conduct issues. Its procedures include both an informal and formal resolution process.

This Policy is in addition to students’ rights and responsibilities under other Camosun policies, directives and associated procedures, and under the laws of local, provincial and federal governments.

POLICY APPLICATION, SCOPE, AND/OR LIMITS

This Policy applies to:

- All students enrolled in the College or engaged in College related activities;
- Students’ conduct in any organized College-related activity, and/or [Work Integrated Learning](#) opportunity beyond campuses and partnership sites. This includes, but is not limited to, work shadowing, field schools, field trips, field placements, practicums, community placements, culture camps, College-based clinical placements, off-site course deliveries, service learning projects, student exchange, and study abroad opportunities;



- Students' conduct off campus, including by electronic media, which negatively impacts the College or its community, or which adversely affects the rights of a member of the College community to use and enjoy the College's learning and working environments and facilities or which adversely affects the health and safety of a member of the College community;
- Students from other institutions undertaking studies on College property;
- A person on leave under the Involuntary Health and Safety Leave of Absence Policy is not considered a Student for the purposes of this Policy.

Students' are responsible under this Policy for the conduct of their invited guests.

The Office of Student Support leads the institutional application of this Policy and works in collaboration with Campus Security.

The application of this Policy is independent of any criminal or civil proceedings which may arise from the same conduct. The processes under this Policy may, in the discretion of the Office of Student Support, be suspended when criminal proceedings are underway.

The College recognizes that students may have certain legal rights to freedom of expression. The Policy does not seek to unreasonably limit any rights provided by law. This Policy and its associated Procedures will be applied in relation to unacceptable student conduct recognizing that right.

Incidents of sexualized violence and misconduct are addressed separately under the College's [Sexualized Violence and Misconduct Policy](#). Where conduct is subject to investigation or proceedings under the Sexualized Violence and Misconduct Policy, this Policy does not apply.

Students who are also employees of the College may, in addition to consequences under this Policy and Procedures, be subject to processes and consequences under employment related policies including the [Standards of Conduct Policy](#) and the [Respectful Workplace Policy](#).

This Policy does not limit the College's right or obligation to implement threat assessment protocols to assess whether an individual's behaviour poses a risk to self or other members of the College community.

Incidents of academic misconduct or violations of academic integrity are addressed separately under the College's Academic Integrity Policy.

DEFINITIONS

1. **Allegation:** Information brought to the attention of the Office of Student Support that, if true, concerns non-academic conduct that may be a violation of this Policy. Where available, Allegations should be supported by particulars and details of the conduct of concern.
2. **Appeal:** A request by the Student for a review of an Outcome of the Student Misconduct Process. An Appeal will be considered in accordance with the Procedures under this Policy. Except in relation to



appeals of suspension decisions made by the President, an appeal, absent extraordinary circumstances, will only be considered if:

- a. A substantial procedural error has been made in the process;
 - b. Evidence, not reasonably available at the time the Outcome was determined is available and the new evidence may change the Outcome;
 - c. The Outcome imposed is unreasonable or excessive in all the circumstances.
3. **Balance of Probability:** Whether on the available evidence an event is more likely than not to have occurred.
 4. **Complainant:** A person who brings forward an Allegation.
 5. **Director:** The Director of Student Affairs. The Director is responsible for the management of the Student Conduct Policy's Procedures. The Director may delegate their responsibility under this Policy to a Designate.
 6. **Designate:** An individual formally delegated authority to act on behalf another discharging responsibilities under this Policy.
 7. **Employee:** A person who employed by the College, including but not limited to faculty, staff, sessional instructors, and security personnel, and includes Contractors contracted to work at the College.
 8. **Guest:** A person who is visiting a Student on campus. Students are responsible for the conduct of their guests while on campus.
 9. **Informal Process:** A consensual process to resolve Allegations concerning Student Conduct. An informal process will involve the Office of Student Support and/or Campus Security and may involve any other party impacted by the alleged misconduct. The specifics of the Informal Process will depend upon the circumstances of the Allegation and will be structured with a view to achieving a mutually acceptable resolution of the Allegation. An Outcome of the informal process that is agreed to resolves the Allegation may not be appealed.
 10. **Interim Measure:** A temporary measure implemented by the Office of Student Support, Campus Security or President pending an Investigation, Informal Resolution, or Outcome. An Interim Measure except a Suspension is not appealable.
 11. **Investigation:** The process of collecting and assessing information to determine if an Allegation is substantiated on the Balance of Probabilities.
 12. **Leave of Absence:** An approved, temporary separation/withdrawal of the student from the College. A [Leave of Absence](#) may occur for any reason approved by the College including medical or mental health reasons.



13. **Minor Misconduct:** Conduct that breaches the Student's express or implied obligations under this Policy that is not Major Misconduct.
14. **Major Misconduct:** Conduct that breaches the student's express or implied obligations under this Policy of a serious nature, as determined by the Office of Student Support, including but not limited to conduct that is offensive, threatening, aggressive, harassing, or violent, misconduct towards property (such as vandalism or destruction of property), and repeated incidents of Minor Misconduct.
15. **Multiple Proceedings:** Refers to instances when student conduct implicates two or more College policies. In such circumstances, the College officials responsible for the administration of each policy will meet to determine how to proceed. The Student will be advised of the process to be followed.
16. **Natural Justice:** In this Policy refers to the rules of law that ensure a fair process, including that the Student is made aware of the Allegations and is given a fair opportunity to respond, with a decision rendered by an unbiased decision maker based on the evidence.
17. **Ombudsperson:** An impartial, independent office which provides a safe, confidential place for students to discuss concerns, complaints and disputes and to consider options. The office advocates for fairness and equity rather than for a particular person or outcome.
18. **Outcome:** The consequence either agreed upon, or imposed as a result of a finding of a violation of this Policy. Outcomes may include, but are not limited to warnings, restitution, requirement to enter a behaviour contract, removal from course/program and suspension. If an Outcome results in a loss of College credit, suspension from a program, temporary suspension from the College, or permanent suspension from the College, a notation may be made on the Student's record. On application to the Vice President – Student Experience, such notations may be removed after two years.
19. **President:** The President appointed pursuant to the College and Institute Act. Only the President of the College may suspend a Student from the College for misconduct.
20. **Procedural Fairness:** In this Policy refers to the manner in which the Procedures under this Policy are implemented, and includes the right to know the Allegations and be provided the opportunity to respond to the Allegations and the evidence in support of the Allegations, and to have a decision made by an impartial decision maker. As used in this Policy, Procedural Fairness includes the right to have a Support Person during the Student Misconduct Process.
21. **Record:** The record is the comprehensive set of all information related to the student, including academic history, biographical information. All notations related to this policy are placed on the official student record by the Registrar's Office.



- 22. Restitution:** Reimbursement for damage to or loss of property. Restitution may be part of a resolution of an Informal Process, or an Outcome of the Student Misconduct Process. Restitution may be payable to the College or a person experiencing loss or damage as a result of Student Misconduct.
- 23. Student:** A person who has been accepted to and has registered for a course or program offered by the College. A person is considered a Student under this Policy from the time of registration until that person has completed the course without registering for another course, or until that person has graduated from a program, including the period while actually engaged in the course or program, the period between registration and the commencement of the academic term, and the period between terms (including summer). Where an Allegation is made against a person who was a Student at the time of the alleged misconduct, the College may, in its discretion, conduct an Investigation.
- 24. Student Misconduct Process:** The process set out in this Policy and Procedures for addressing Student Conduct issues not resolved pursuant to an Informal Process.
- 25. Student Support Manager:** A designated College employee who is responsible for: receiving concerns, complaints or reports of non-academic student misconduct. Student Support Managers will coordinate supports for students impacted by incidents of non-academic student misconduct and may initiate investigations of non-academic student misconduct via an informal or formal process as appropriate to the situation.
- 26. Support Person:** A person who acts as a resource throughout an Investigation, an Informal Process and/or the Student Misconduct Process. The College recommends a support person who is someone the Student feels comfortable with knowing the details of the Allegations and who can assist a student in understanding the Policy and Procedures and help a student identify questions that they may have throughout an Investigation, Informal Process or the Student Misconduct Process. The support person does not act as advocate for the Student.
- 27. Suspension:** Includes removal of a student from any class, course, or program. The removal from receipt of a College service or withdrawal from participation in a College activity, when imposed as part of an Outcome, are not considered Suspensions under this Policy.

PRINCIPLES

1. Students are at the centre of Camosun's educational mission. Creating and maintaining a safe, respectful, secure, and supportive learning environment for students is the responsibility of all members of the College community.
2. All members of the College community have a responsibility to act in manners consistent with the College's educational mission. Students have the right to learn in a safe environment, free from harassment, violence, intimidation, bullying, hazing, and coercion, whether the conduct occurs in person or through the use of technology. Students have obligations not to engage in conduct that



causes harm to persons or property that violates College policies and Procedures, or that otherwise contravenes federal, provincial or local laws.

3. Any conduct on the part of a Student that has, or might reasonably be seen to have, a negative effect on the College or the College community, or that affects the health, safety, rights or property of the College or the College community may be subject to discipline under this Policy.
4. The College recognizes that conflict between members of its learning community may arise. Whenever possible, students are encouraged to engage in informal conflict resolution to foster a culture of effective conflict management that emphasizes honest discussion and collaborative problem solving. The College will strive to facilitate informal conflict resolution. When informal conflict resolution is not possible, is unsuccessful, or is otherwise inappropriate, complaints and allegations may be dealt with through the formal Student Misconduct Process.
5. The College will conduct a timely investigation into allegations of misconduct that could, if substantiated, constitute a violation of this Policy. All investigations are conducted in a fair and equitable manner, consistent with the principles of procedural fairness and natural justice, and having regard to the nature and seriousness of the conduct at issue.
6. Where the Student Misconduct Process determines that misconduct has occurred, the outcome of that process will take into account all the circumstances of the misconduct and the circumstances of the Student engaging in the misconduct. The College recognizes that, where appropriate, a Student Misconduct Process outcome that is educational, developmental or restorative, may be preferable to, or imposed in conjunction with, a punitive outcome.
7. A Student Misconduct Process outcome may be appealed by a Student in accordance with the Procedures under this Policy.
8. Allegations, Informal Processes, Investigations, the Student Misconduct Process and Outcomes will all be treated by the College as confidential, and only disclosed insofar as permitted by the British Columbia Freedom of Information and Protection of Privacy Act, and as necessary to ensure procedural fairness and natural justice in relation to any Allegation. All parties and witnesses will be asked to and are expected to keep such information confidential (except that a Student alleged to have engaged in misconduct may confidentially share information with a support person). Breaches of confidentiality by a Student or employee may result in disciplinary sanctions.
9. No individual making or responding to an Allegation under this Policy, or participating in an appeal of an Outcome shall be subject to reprisal or threat of reprisal for making or defending the allegation, or for participating in the appeal. Reprisals and threats of reprisal may be subject to discipline under this or other College policy.



PROHIBITED STUDENT CONDUCT

The following is a non-exhaustive list that provides examples of misconduct that may be addressed under this Policy. Conduct not specifically set out below may also be subject to proceedings under this Policy:

1. Misconduct against Persons, including:

- a. Assault and Threatening Conduct** This includes physically aggressive behaviour, assault, intimidation, and threats (whether made verbally, in writing, or electronically, such as through social media) directed at or impacting on a member or members of the College community. **Examples:** Punching or hitting another person; unwanted contact with or stalking of another person; communicating an explicit or implicit threat, verbally, by action or through electronic means (e.g. text and social media) towards a person or group.
- b. Endangering the Health, Safety or Well-Being of Others** This includes conduct that potentially or actually endangers the safety, health or well-being of any person in the course of any College related activity. **Examples:** Tampering with fire access doors or discharging fire extinguishers; unsafe operation of a motor vehicle.
- c. Discrimination** Includes engaging in conduct that discriminates against any person on grounds set out in the British Columbia Human Rights Code, including race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age. **Examples:** Making racialized or inappropriate comments, homophobic or transphobic comments or actions.
- d. Harassment** Includes engaging in harassing behaviour, such as conduct that is unwelcome or that reasonably ought to be known to be unwelcome, and that would be expected to cause another person to feel demeaned, intimidated or harassed, or that otherwise creates a hostile or offensive environment. **Examples:** Unwanted attention, repeated unwanted contact, homophobic or transphobic comments or actions.
- e. Disrespectful or Demeaning Conduct** This includes any statement, publication, notice, sign, symbol, emblem or other representation which gives a member of the College community reasonable cause to believe that he or she has suffered hatred or contempt. **Examples:** Racist or misogynistic language, cartoons, photos, symbols, etc., which expose a person or a group or class of persons to hatred or contempt.



2. Misconduct Against Property, including

- a. **Theft or Attempted Theft** This includes any actual or attempted misappropriation of the property of the College or a member of the College community. **Examples:** Theft of library resources; theft of personal property such as a knapsack or purse.
- b. **Vandalism/Intentional Damage of College or personal property** This includes any intentional altering of, or damage to, any resource or property belonging to Camosun or to property of any member of the College community. **Examples:** Damaging library books; defacing College buildings; or damaging vehicles.

3. Misconduct towards the College, including

- a. **Failure to Comply with Lawful Directions of College Employees** This includes any failure to comply with a reasonable request or directive of any College employee authorized to make that request or directive, issued in order to protect the interests of the College or the rights, privileges or safety of any member of the College community. **Examples:** Failure to leave a building during a fire alarm; refusal to remove a vehicle parked in a fire lane; failure to vacate a College service or instructional area when directed.
- b. **Disruptive Conduct/Disorderly Conduct** This includes any conduct that interferes with the provision of College services or instruction or that interferes with the right of any member of the College community to carry out their legitimate activities or to speak or to associate with others. **Examples:** Verbal outbursts, impairment due to alcohol or drugs, physical gestures, fighting, actions or interruptions which limit or interfere with the provision of College services or instructional activities; disturbances of any College related or on-campus activity.
- c. **Unauthorized Entry or Presence** This includes any unauthorized entering, remaining in, or allowing others to have access to areas of the College. **Examples:** To enter, or allow others to gain entry to, computer laboratories outside of authorized times and conditions; or unauthorized presence in any College office or area.
- d. **False Information or Identifiers** This includes falsification, alteration or misuse of personal identification, electronic identification, records or documents. **Examples:** Using the identification, password or computer account other than the Student's own.
- e. **Misuse of College Technology** This includes unauthorized access to or use of computing equipment, facilities, networks or systems, interference with data, such as destroying, altering, or rendering inoperable any stored information, including data, computer programs or equipment.



f. **Making False, Frivolous or Vexatious Complaints** This includes any complaint pursuant to this or any other College policy that is intentionally made by a person who knows it is false, frivolous or vexatious. **Examples:** Alleging a theft of personal property that is untrue; alleging an assault that did not occur; alleging harassment without any reasonable foundation for the allegation.

g. **Aiding or Abetting the Breach of College Policy** This includes encouraging, aiding or conspiring with another to engage in conduct that would, if committed by the Student, be a breach of this Policy.

h. **Violating Federal, Provincial or Local Laws** This includes any conduct that violates the laws of any applicable authority in a way that has a negative impact on the College or College community. **Examples:** Violations of B.C. Liquor Control Act; possession, use or sale of illegal drugs.

RELATED LEGISLATED REFERENCES

- [British Columbia College and Institute Act](#)

LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

- 0-6-1 Protection of Privacy
- 0-6-2 Records Management
- G-1.3 Board Decision Making Policy
- E-2.4 Student Appeals
- E-2.5 Student Conduct Policy
- E-2.9 Sexual Violence and Misconduct Policy
- Academic Integrity Policy
- [Camosun College Support Person](#)
- Appeal of Suspension from College Process



BRIEFING NOTE
Board of Governors

SUBMITTED BY: Deborah Huelscher, VP Administration & CFO
DATE: September 21, 2020
TOPIC: FIVE-YEAR CAPITAL PLAN

For Information: For Decision: **X** For Discussion:

1. OVERVIEW

Each year, the Ministry of Advanced Education, Skills & Training (AEST) requires post-secondary institutions to prepare a list of major capital projects for the upcoming five year period (from 2021/22 to 2025/26). The five-year rolling capital plan must be approved by the Board prior to submission to government. Where government submission deadlines and Board meeting schedules do not coincide, government permits institutions to submit plans subject to Board approval. All projects within the plan must comply with government requirements, policies and procedures, including:

- a) Ministry Capital Asset Reference Guide
- b) Capital Asset Management Framework
- c) Greenhouse Gas Reduction Targets Act
- d) Wood First Act
- e) LEED® Gold for new construction
- f) LEED® Silver for major renovation and renewal projects and
- g) College and Institute Act.

Based upon previous Five-Year Capital Plans and assessing emerging needs at the College, the following priority projects (in order) are being put forward:

<u>Project</u>	<u>Current Project Costs</u>	<u>Prior Year Project Costs</u>
1. Young Building Renewal	\$93.2 M	\$55.5M
2. Student Housing	\$84.3 M	\$92.0M
3. Ewing Building Renewal	\$16.9M	\$14.5 M
4. Huber Hall Renewal & Expansion	\$35.5M	\$19.3 M

These four projects were included in the previous year’s Five-Year Capital plan and have been updated to include any changes identified throughout the year, and to reflect current cost estimates.

The Fisher Renewal and Expansion project of \$38.9M was the fifth project included in last year’s plan but with recent mechanical and other upgrades to this building the Facility Condition Index (FCI) rating has improved to the extent it is no longer eligible for this program.

2. OPTIONS

- Approve motion as written or as modified.

3. FINANCIAL IMPLICATIONS

- Major capital projects are typically funded by Government with a potential co-contribution requirement (e.g., Camosun, Foundation, Federal Government).

4. COMMUNICATION

- Camosun submits the list to Government and notification of approved projects flows from Government.
- Facilities Services and Camosun Communication group work together and with Ministry Communications staff to message out information regarding capital project approvals.

5. RECOMMENDATION AND OR MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE SUBMISSION OF THE CAMOSUN COLLEGE FIVE-YEAR CAPITAL PLAN (2021/22 TO 2025/26) TO THE MINISTRY OF ADVANCED EDUCATION, SKILLS AND TRAINING.

6. SUPPORTING INFORMATION:

Project summaries for the 2021/22 – 2025/26 Five-Year Capital Plan Submissions

5-Year Capital Plan 2021/22 – 2025/26

Camosun College



July 2020

Priority I – Young Building Renewal



The Young Building Renewal is Camosun College's number one priority and falls under Category 2: Whole Asset Replacement and Renewal Projects. The building has been in continuous use for the past 105 years, the last 49 by Camosun College. In 1979 the building was designated a heritage site by the district of Saanich. The Young Building is made up of 3 floors and has gross square meter size 5,140 which accounts for 30% Camosun's Lansdowne campus classrooms.

The Camosun vision for the project is based on four primary objectives: building renewal, student experience, Indigenization, and alignment with the institution's mission: *to build a better future for the community with relevant, innovative, and applied education*. The proposed project involves the following scope: exterior restoration, interior remodeling of the existing three story, and an interconnected two story, 1,450 gross square meter addition to consolidate the School of Arts programs on the Lansdowne campus. These integrated scopes of work will address the current building condition, safety concerns, and accessibility issues by remediating the exterior deterioration of the building while transforming the Young Building into a 21st-century operationally and functionally efficient academic facility which showcases and conserves the community's prized heritage asset.

The College engaged consultants to complete an Opportunity Assessment Report for the Young Building as part of the capital planning process. The projected project costs are estimated at \$93.2M, with a construction schedule starting Q4 -2022 to Q4 – 2024.

Priority 2 – Student Housing



Future Student Housing Rendering.

Camosun has long recognized that many potential learners have had to forgo opportunities to attend the College, due to a lack of available student housing on campus. This significant barrier has been exacerbated, overall, by the shortage of rental accommodation within the Greater Victoria area - currently at a 1.0% vacancy rate (CMHC, 2019.) While studied at great depth, the financial feasibility of providing student housing on campus has been out of reach for the College. The Provincial Government's current program and focus on housing has opened the door to new possibilities. In anticipation of this exciting opportunity, the College engaged the Scion Group in 2018 to perform a Market Demand Analysis to ascertain the feasibility and demand for housing on campus. The study clearly indicates that Camosun is well-positioned to accommodate a 450-bed housing facility at the Lansdowne Campus. Camosun recognizes that a housing facility would require significant infrastructure upgrades to the campus as well as operating costs & debt servicing costs. Due to the requirements and space constraints Camosun College is proposing a 400-bed housing facility located on its Lansdowne Campus. The proposal also includes two floors to relocate and expand current services for students. The "value add" project will allow the College to efficiently centralize, focus and facilitate student housing and the array of services and supports required by students housed on campus. This would replace the Dawson Building at the Foul Bay entrance of the campus, a repurposed, unappealing and substandard space.

The College continues to work closely with our Ministry to develop a viable business case for the project as part of the capital planning process. The estimated project costs are estimated at \$84.3M, with a construction schedule starting Q2 -2023 to Q2 – 2025.

Priority 3 – Ewing Building Renewal



The Ewing Building was originally built in 1952. The Building is currently used for a range of purposes. Level 1 is primarily used for classrooms and computer labs. Level 2 has classrooms, the Math Help Lab, academic and administrative offices and Eyē? Sqâ'lewen – The Centre for Indigenous Education & Community Connections. Level 3 has classrooms and the Information Technology Services department including office space and server rooms.

The scope of this project addresses all deferred maintenance and upgrades as identified in the 2020 VFA report. The upgrades include: interior finishing, distribution equipment, security and fire protection, mechanical and electrical systems, LAN systems. In 2019 Camosun undertook a Lansdowne campus renewal feasibility study as part of the 2019 Camosun Master Planning process. The study identified the Ewing Building as a priority with the proposed renovations: increase in administrative and academic workspaces for the School of Access, including a resource room, a shared meeting room and improved kitchen/ lounge space for the building; an improved space for Eyē? Sqâ'lewen, as well as adjacent student gathering space; and a classroom upgrade to re-size and increase capacity.

Aligning the deferred maintenance and campus renewal projects for the Ewing Building will benefit the College through cost savings and reduced disruption on campus, and result in a completely renewed and upgraded building, both functionally and condition wise.

The current estimated project costs are \$16.9M, with a construction schedule starting Q2 -2024 to Q4 – 2026

Priority 4 – Huber Hall Renewal and Expansion



Huber Hall building on Interurban Campus was built in 1970 and functions primarily as a Culinary Arts training facility, and serves as the main cafeteria and student space on this campus. It is 1894 gsm in size and also houses the Classroom Restaurant which operates as a fine dining restaurant for limited hours as part of the culinary arts training program. It consists of classrooms, labs, offices, kitchen, cafeteria, restaurant, student space and meeting/event space.

Huber Hall is now over 40 years old and suffers from multiple deferred maintenance deficiencies with most building components having met or exceeded their life expectancy. In 2006 the cafeteria interior was renovated to improve the layout and upgrade interior finishes, however, the major building systems have never been upgraded. The kitchen and teaching lab areas are old-fashioned and functionally inefficient; equipment is outdated, worn and in need of replacement.

This project request consists of renewal all of the current building deferred maintenance and includes a 500m² expansion to 1,894 gross square meter facility to address current and future anticipated space needs for cafeteria seating space, washrooms and kitchen space.

The estimated project costs are \$35.5M, with a construction schedule starting Q1 -2024 to Q4 – 2026.



BOARD OF GOVERNORS

FINANCE COMMITTEE MINUTES

MEETING: Tuesday, May 19, 2020
TIME: 5:00 pm
ONLINE: Teams

COMMITTEE MEMBERS:

Mike Stubbing, Chair
Joanne Cumberland
Margie Parikh
Laylee Rohani
Rob Smythe
Al van Akker
Sherri Bell, President (ex officio)

RESOURCES:

Deborah Huelscher, VP Administration & CFO

REGRETS: nil

EXECUTIVE ASSISTANT: Heather Martin

BOARD MEMBERS:

Bijan Ahmadi
Monty Bryant
Tanya Clarmont
Brenda McBain
Emily Rogers
Lindsay JD van Gerven
Phil Venoit

I CALL TO ORDER

Finance Committee Chair Mike Stubbing called the meeting to order at 5:00pm.

II APPROVAL OF AGENDA

The agenda was approved as presented.

III MINUTES OF PREVIOUS MEETING

The minutes of the January 27, 2020, meeting were approved as distributed.

IV NEW BUSINESS

1. 2020/2021 Budget

Mike Stubbing, Finance Committee Chair, congratulated Deborah Huelscher on her appointment as Vice President Administration and Chief Financial Officer. Today the Finance committee will make a recommendation on the budget to the board. The board will make the decision on the budget at the June 8 meeting. Normally the budget is approved in April. It was delayed in order to get better information on the impact the COVID-19 pandemic will have on Camosun’s revenue and expenditures. The proposed budget is built on a baseline that assumes there will be no impact to the regular budget. We will make adjustments as we learn the actual detail of the impacts. We

cannot work on scenario building without a pre-COVID-19 budget starting point. We are presenting a balanced consolidated budget of \$150,016,525 total expenses and revenue.

Deborah Huelscher, VP Administration and CFO, provided a high-level overview of the 2020/2021 Budget. The goal is a balanced budget and to deliver as many student FTEs as possible. Deborah reviewed the accountability framework, budget strategies, operations revenue and expenditures, cost savings and efficiencies, an overview of the budget process, highlights, and budget risk and mitigation strategies. The global pandemic was not anticipated at this level. More will be known once the Provincial Government provides detailed guidelines for opening the campus in the next few weeks. Camosun International is working diligently with their current students to assess enrollment for fall.

OPERATIONS – REVENUE

The total operating revenue of the baseline budget is \$150,016,525. Tuition is \$50M, and includes a 2% increase in September for both domestic and international tuition. COVID-19 will impact enrolment numbers and a corresponding decrease in tuition and ancillary services revenue is anticipated, and adjustments will be reflected in the quarterly forecast and financial reports.

OPERATIONS – EXPENDITURES

The total expenses are \$134M with personnel costs of \$114M and non-personnel costs of \$20M.

CAPITAL

The budget for maintenance and renovations is \$5.2M. We will continue to look at student housing and the Young Building renovation. The budgeted deficit is the 2020/21 amortization charge for assets funded internally in prior years and internally funded capital investments.

MOTION

THAT THE FINANCE COMMITTEE RECOMMENDS THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE COLLEGE'S BUDGET FOR THE FISCAL YEAR 2020/21 WITH TOTAL REVENUE AND TOTAL EXPENDITURE OF **\$150,016,525** RESULTING IN A BALANCED BUDGET.

CARRIED

V ADJOURNMENT

The meeting was adjourned at 6:14pm.



2019/2020 FINANCIAL INFORMATION ACT REPORT

(Published in accordance with the Public Bodies Information Act of British Columbia, 1987, Chapter 8,
and the Financial Information Act.)



**2019/2020 FINANCIAL INFORMATION ACT REPORT
STATEMENT OF FINANCIAL INFORMATION APPROVAL**

The undersigned represents the Board of Governors of Camosun College and approves all the statements and schedules included in this Statement of Financial Information, produced under the ***Financial Information Act***.

Chair, Board of Governors
September 21, 2020

Prepared pursuant to the Financial Information Regulation, Schedule 1, Section 9



2019/2020 FINANCIAL INFORMATION ACT REPORT SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

There were no guarantees or indemnities given by the College during the 2019/2020 fiscal year that required government approval prior to being given under the ***Guarantees and Indemnities Regulation*** (B.C. Reg. 258/87).

Chair, Board of Governors
September 21, 2020

VP Administration & CFO
September 21, 2020



2019/2020 FINANCIAL INFORMATION ACT REPORT
SCHEDULE OF DEBT

The College reports no long-term debt secured by debt instruments such as debentures, mortgages and bonds for the 2019/2020 fiscal year (B.C. Reg. 371/93).

Chair, Board of Governors
September 21, 2020

VP Administration & CFO
September 21, 2020



2019/2020 FINANCIAL INFORMATION ACT REPORT

MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act*, have been prepared by management in accordance with section 23.1 of the *Budget Transparency and Accountability Act* of the Province of British Columbia, in particular, the financial statements are presented in accordance therewith.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The College's Board of Governors is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and exercises this responsibility through the Finance and Audit Committees of the Board. The Finance Committee reviews proposed budgets, monitors financial results and reports on any significant financial matters. It meets with management 4 times a year. In addition, the Audit Committee, composed of independent Governors, appoints the external auditors, reviews the audit plan and meets with the external auditors to receive their reports prior to making recommendations to the Board of Governors. It meets a minimum of 2 times a year.

The external auditors, KPMG LLP, conduct an independent examination, in accordance with generally accepted auditing standards, and expresses an opinion on the financial statements. This examination does not relate to the other schedules and statements required by the Act. This examination includes a review and evaluation of the College's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the Audit Committee of the Board.

On behalf of Camosun College:

VP Administration & CFO
September 21, 2020



**STATEMENT OF REMUNERATION AND
EXPENSES FOR THE BOARD OF GOVERNORS
FOR THE YEAR ENDED MARCH 31, 2020**

Total amount of remuneration for each board member and the total amount of expenses paid to or on behalf of that board member.

Prepared under the Financial Information Regulation, Schedule 1, section 6(2), (3), (4), (5) and (6)

Name	Position	Full or Partial Year	Remuneration	Expenses	Retainers	Total	Number of meetings attended***
Ahmadi, Bijan*	Education Council Ex-Officio	Partial	97,874	879		98,753	11
Ayers, Tim*	Education Council Ex-Officio	Partial	93,458	1,415	-	94,873	8
Bell, Sherri*	President Ex-officio	Full	207,012	21,447	-	228,459	39
Bryant, Monty	Appointed Member	Full	-	1,504	2,000	3,504	20
Choi, Cindy	Appointed Member	Partial	-	-	1,500	1,500	19
Clarmont, Tanya	Appointed Member	Partial		376	1,333	1,709	6
Cumberland, Joanne*	Elected Employee	Full	57,912	982	-	58,894	13
McBain, Brenda	Appointed Member	Full	-	438	2,000	2,438	19
Parikh, Margie**	Appointed Member	Full	-	562	-	562	11
Rice, Ronald	Chair, Appointed Member	Full	-	3,349	625	3,974	8
Rogers, Emily	Appointed Member	Full	-	-	2,000	2,000	14
Rohani, Laylee	Chair, Appointed Member	Full	-	438	2,332	2,770	27
Smythe, Robert	Elected Student	Full	-	-	2,000	2,000	13
Stubbing, Mike**	Appointed Member	Partial			-	-	8
van Akker, Albert*	Elected Employee	Full	102,780	5,745	-	108,525	13
van Gerven, Lindsay JD	Elected Student	Partial			1,333	1,333	7
Venoit, Phil	Appointed Member	Full	-	322	2,000	2,322	13
Waraich, Gultash	Elected Student	Partial	-	-	500	500	2
			559,036	37,457	17,623	614,116	251

* Remuneration and expenses reported for elected and ex-officio board members who are employees of the College is in respect of their duties as employees.

** Margie Parikh and Mike Stubbing declined remuneration.

***Only board regular and board committee meetings are included under the number of meetings attended.



**STATEMENT OF EMPLOYEE'S REMUNERATION
AND EXPENSES
FOR THE YEAR ENDED MARCH 31, 2020**

Total amount of remuneration for each employee that exceeds \$75,000 and the total amount of expenses paid to or on behalf of that employee, excluding employees who are members of the Board of Governors and excluding any amounts paid under a severance agreement.

Prepared under the Financial Information Regulation, Schedule 1, section 6 and the Financial Information Act, Section 2(3)(b)(i).

Employee Name	Remuneration	Expenses
Abuleal, Sue	80,604	3,629
Adu-Febiri, Francis	94,628	6,797
Agbay, Matthew	75,588	-
Albano, Mice	92,823	3,058
Alexander, Julie	94,630	-
Alexander, Kevin	101,265	1,643
Al-Haque, Mohd	92,168	3,351
Allen, Christian	99,962	5,630
Allen, Glen	94,628	-
Anderson, Kristal	96,618	3,068
Anthony, Lawrence	97,736	2,293
Armour, David	101,818	4,609
Armstrong, David	94,450	3,000
Ashwood-Smith, Hannah	84,729	1,529
Atkinson, Gillian	93,190	3,350
Avis, Christopher	98,121	502
Ayles, Chris	93,953	2,229
Babey, Thomas	80,853	2,109
Bai, Bao-Qin	94,628	5,100
Bain, John	97,741	3,780
Ballinger, George	96,519	565
Bambi, Jonas	93,558	8,618
Bannikoff, Sandra	94,290	-
Barclay, Gulcan	93,167	7,827
Baskerville-Bridges, Robert	87,912	3,000
Bass, Michelle	94,136	3,460
Bauzon, Christina	76,028	1,357
Behn, Elisa	76,142	2,596
Benecke, Stephen	93,796	2,907
Beninger, Genevieve	102,423	415
Bennett, Jennifer	94,628	6,511
Berezon, Shelley	107,233	3,564
Bergeron, Dominic	94,628	-
Bergerud, Daniel	94,628	-
Bernard, Christiaan	126,112	50,743
Berry, Stuart	93,872	-

Betton, Allison	99,123	1,247
Biggan, Dale	76,826	-
Biin, Dianne	97,726	2,329
Birch, Benjamin	81,103	-
Blundon, David	93,649	2,076
Bocsik, Miklos	110,628	3,405
Boehme, John	93,204	3,245
Boraas, John	179,218	16,933
Borrowman, Anne	97,414	1,927
Bowe, Alison	95,387	1,305
Bowles, Angela	88,280	3,531
Brewer, Monique	82,242	1,504
Brix, Ann	91,105	-
Broad, Kyle	102,279	-
Broom, Zoe	103,101	1,508
Brown, Tika	93,458	3,875
Browning, Ian	93,796	3,033
Bruce, Robert	81,218	1,069
Bryan, Gwenda	97,996	2,475
Budlong, Robert	95,177	728
Bunton, Kirsten	86,869	205
Burgaretta, Mary	90,397	2,447
Burman, Richard	87,150	13,626
Burrage, Peter	102,944	1,272
Butcher, Anastasia	94,456	948
Caldwell, Judy	97,678	-
Callin, Timothy	94,628	768
Calvert, Brian	104,688	364
Cameron, Ian	94,628	-
Campbell, Brock	76,840	998
Campbell, Meghan	94,290	-
Campbell, Sarah	104,351	3,568
Carr, Sandra	92,320	7,771
Cazelais, Gilles	93,796	-
Champoux, Lynda	87,682	2,093
Chan, Arnold	87,912	-
Chen, Susan	93,796	608
Chia, Pei Mei	94,290	-
Chisholm, Sarah	92,817	5,629
Chung, Lawrence	80,651	46
Clarke, Margie	94,110	2,064
Clement, Michelle	98,457	3,283
Coccola, Odette	98,517	3,146
Cockburn, Sarah	77,864	2,952
Coey, Brian	99,995	2,204
Conway, Jacqueline	93,194	14,250
Corwin, Todd	76,126	-

Cowden, Stephen	83,691	-
Cox, Patience	97,206	3,106
Cuizon, Gemma	87,729	-
Cumiskey, Jason	96,872	-
Cummings, Heather	105,445	3,728
Curran, Justin	92,894	-
Curtis, Trevor	98,448	3,138
Dahl, Alyson	77,071	6,457
Daigle, Daniel	88,230	1,315
Dean, Andrew	81,163	998
Degoey, Carmen	102,617	2,686
Dehalt, Annette	78,155	-
Delvillano, Heather	106,222	1,654
Denchev, Yolina	75,512	2,629
Dhade, Gurbinder	91,143	-
Dhillon, Jasdeep	88,249	3,445
Doherty, Janet	75,769	4,600
Dompierre, Kerry-Ann	93,537	4,573
Doner, Susan	94,628	-
Donnecke, Daniel	93,796	-
Doran, James	94,628	379
Dosanjh, Harjit	97,949	-
Doutre, Susan	93,892	3,000
Downarowicz, Jadwiga	96,378	3,000
Duncan, Alan	98,410	-
Dundas, Melvyn	96,720	3,000
Dunning, Troy	104,221	658
Durdle, Andrea	86,753	95
Dyer, Clifford	94,596	-
Elfurjani, Salah	88,503	-
Elkin, Timothy	87,213	4,200
Elliot, Enid	93,533	1,903
Erdelyi, Sarah	94,290	3,748
Erikson, Bradley	93,796	762
Evangelou, Teresa	101,629	719
Evans, Mark	93,941	716
Everitt, Carl	97,579	1,669
Farish, Tanis	95,917	3,695
Fast, Robin	94,914	1,070
Fayowski, Vivian	79,132	1,359
Fell, Peter	96,375	-
Ferguson, Donna	93,837	-
Ferguson, Stephen	94,628	-
Fernyhough, Lois	95,973	819
Fertile, Candace	94,938	3,000
Fisher, Blair	98,411	2,817
Flowers, Garret	78,959	-

Flynn, Alexandra	93,608	2,871
Fournier, Mark	83,225	1,088
Fradette, Ryan	81,263	3,000
Frame, Heather	99,556	387
Frost, Catherine	87,987	-
Gale, Richard	123,454	11,473
Gaudreault, Patricia	96,073	4,203
Gibbs, Allen	88,220	873
Giffon, Karen	93,796	399
Giles-Pereira, Rosalind	102,895	2,009
Gilliland, Diane	94,742	3,893
Giuliani, Jennifer	94,150	-
Glover, Robert	100,905	150
Gonzalez-Harney, Dalia	105,274	2,766
Gordon, John	105,357	45
Gormican, Stephen	97,238	1,316
Gorrie, Darryl	84,233	2,403
Gough, James	94,337	-
Gow, Jennifer	96,376	802
Greening, Doug	82,167	-
Grier, Tanya	88,593	7,197
Grigoryan, Narine	94,628	3,405
Grondin, Isabel	82,845	3,315
Gupta, Pooja	98,012	2,718
Gusevskiy, Nikolay	75,825	4,433
Haber, Benjamin	75,873	1,831
Haden, Gillyan	100,654	3,063
Hadian, Shohreh	94,628	-
Hadwin, Laura	87,197	1,855
Hagreen, Vara	99,989	5,000
Hall, Carly	102,940	1,086
Halsall, Susan	77,134	-
Hampton, John	94,628	-
Hancyk, Philip	115,435	8,839
Hannigan, Patricia	89,382	1,900
Hargreaves, Anna	85,872	5,506
Harris, Donavan	92,853	2,046
Harris, Scott	129,722	3,908
Harrison, Sybil	132,808	13,953
Hayashi, Akiko	81,622	3,000
Haynes, Sheryl	94,628	2,142
Hayre, Mandeep	102,892	5,149
Heagy, Robin	98,573	-
Heerah, Imtehaze	97,591	121
Heinz, Holly	88,690	2,173
Hickey, Llan	81,862	1,295
Hilchey, Evan	126,923	12,857

Hlady, Deborah	128,499	12,314
Hoggard, Amy	98,369	1,468
Hoh, Joseph	93,969	3,788
Holder, Jenny	93,269	5,563
Hood, Christine	83,564	2,322
Horie, Michael	99,455	-
Hotchkiss, Chrisa	94,180	410
Howard, Leah	86,554	-
Hrechka Fee, Jessica	78,039	3,235
Huelscher, Deborah	187,609	3,002
Huffman, Shauna	88,503	6,726
Humble, Robin	78,420	7,093
Humphries, Robert	138,486	1,976
Hunt, Judith	93,493	821
Hunter, Peggy	94,004	225
Iacobucci, Denise	94,628	-
Inglis, Gordon	100,078	2,784
Ipe, Alex	93,458	-
Iribarne, Jeanne	75,723	-
Isaac, Jo-Anne	90,603	3,678
Ivanov, Katrina	86,794	212
Jackson, Janet	87,912	-
Jackson, Lynnea	87,254	-
Jaffey, Marina	93,828	3,522
Jankunis, Frank	83,290	1,889
Jarrett, Patricia	97,579	4,459
Jaworsky, Michelle	84,651	769
Jenkyns, Glenys	85,691	629
Johnson, Jason	84,986	1,690
Jones, Christopher	121,300	2,262
Jones, Kari	94,628	2,100
Jones, Patrick	101,270	5,293
Jung, Stan	93,969	998
Kandur, Sahitya Yadav	83,802	3,000
Kellman, Chris	104,600	998
Kemna, Angela	75,912	8,998
Kemp, Timothy	95,356	2,266
Kennedy, Sonja	99,282	1,575
Kerins, Kristine	98,064	4,073
Kerrigan, Neil	95,446	2,860
Keyser, Shannon	86,771	1,379
Khalifa, Nasr	109,131	239
Kilburn, Nicole	94,728	3,499
Kinniburgh, Susan	85,496	748
Kitts, Jody	129,419	8,934
Klassen, Constance	109,390	1,302
Kohl, Diana	87,912	1,818

Konomoto, Elizabeth	93,916	3,811
Kosik, Ken	113,797	17,946
Kristjanson, Tana	115,242	998
Ku, Tennyson	87,325	-
Kumar, Mahesh	117,062	1,516
Kunen, Mark	92,453	-
Lai, Raymond	93,458	-
Lambert, Jennifer	75,800	-
Lampard, Sherry	94,628	629
Lang, David	94,424	5,226
Langeland, Marius	77,068	26,313
Lanning, Robbyn	89,830	1,834
Larkin, Kara	92,186	165
Larose, Patricia	93,796	6,229
Lee, Geoff	84,937	3,676
Lee, John	96,904	5,350
Lee, Lawrence	94,628	1,063
Leik, Vivian	92,501	5,760
Lemieux, Kimberly	94,926	-
Lenihan, Beverley	94,192	3,000
Levecque, Jennifer	94,628	-
Ley, Robin	101,802	2,216
Li, Diana	94,290	-
Li, Scott	78,104	-
Lidstone, Rodney	102,679	1,180
Lieb, Christian	90,740	148
Lightbody, Karen	94,100	3,115
Lindsay, Maureen	93,953	13,198
Littlejohn, Paula	93,894	2,812
Loewen, John	87,045	-
Lomas, Crystal	81,262	159
Love, Helen	96,740	2,498
Lu, Ocean	97,756	-
Lumsdaine, Matthew	77,558	-
Lyall, Dorothy	91,125	177
Lysak, Michelle	100,961	2,303
MacKenzie, Dirk	80,772	118
MacRae, William	93,671	-
Maguire, Patrick	94,004	-
Mahoney, Ellen	93,382	1,714
Mai, Nicolas	94,628	156
Malloch, Amanda	76,565	1,079
Mar, Len	93,953	231
Marr, Cheryl	88,050	5,266
Martfeld, Alexis	91,136	2,767
Martin, James	80,365	1,166
Mason, Alexander	91,936	210

Mason, Rebecca	94,511	3,044
Mayes, Wayne	93,597	3,000
McAlister, Martha	98,411	964
McCagherty, Sarah	75,196	-
McCallum, Shannon	76,690	1,209
McConkey, Sean	86,792	11,308
McCormack, Bruce	94,534	1,245
McCreight, Laura	80,767	-
McIntosh, Ann	94,628	4,450
McKinnon, Stephen	96,519	373
McLean, Melissa	95,472	-
McLean, Nancy	94,290	-
McMillen, Brent	94,290	3,705
McPherson, Robert	103,602	4,949
Meadows, Derek	92,823	-
Meanwell, Neil	94,628	2,216
Meek, David	98,573	-
Mehta, Rajesh	93,796	950
Mekelburg, Brent	95,154	10,353
Melissa, Shelley	98,679	1,724
Michaud, Francis	93,494	495
Middlemiss, Aaron	80,512	3,783
Molnar, Charles	94,628	-
Montague, Valerie	94,115	4,742
Montgomery, Patrick	94,688	2,175
Moore, Thalia	93,796	786
Moorhouse, Kelli-An	93,603	68
Morch, Elizabeth	92,510	2,239
Morier, Christopher	94,923	3,060
Moroney, Peter	123,155	2,937
Morris, Dennis	101,220	2,280
Muir, David	93,996	3,482
Murphy, Deidre	88,499	2,309
Murray, Geoff	98,573	-
Nash, Michael	94,111	1,002
Nelson, Edgar	94,290	602
Nemec, James	93,885	929
Nevado, Thuy	93,934	1,500
Newburg, Grant	98,648	-
Newton, Thomas	98,001	1,222
Nielsen, Olaf	116,527	41,587
Niwa, Maureen	95,358	1,950
Noel, Justine	98,073	1,500
Nohr, Lawrence	100,062	1,350
Nordman, Eric	97,741	942
North, Jasmine	85,301	-
Noussitou, Gilbert	97,741	12,288

Oakley, Julieanne	77,619	3,134
Odynski, Patricia	88,890	2,228
Oickle, Mark	86,075	796
Ormiston, Todd	106,389	18,608
Ove, Peter	94,628	3,545
Panton, Douglas	94,628	-
Parker, Alison	91,252	6,872
Parkinson, Charles	86,619	35,540
Paterson, Allan	97,741	227
Paxman, Erika	94,272	629
Peivast, Morteza	101,542	8,521
Pelling, Cate	93,953	2,631
Pennell, Edward	127,125	8,206
Perkin, Ronald	99,777	674
Perron, Judith	83,295	4,815
Petersen, Cristina	78,752	1,804
Peterson, Perry	84,685	5,158
Petrak, Heidi	94,290	1,654
Pettem, Katherine	78,394	2,260
Pettyjohn, Dwayne	98,411	4,148
Pimlott, Godfried	99,318	-
Pitman, Kelly	93,597	-
Plant, Nannette	94,211	6,012
Ploughman, Elizabeth	93,879	-
Plummer, Marilyn	94,290	629
Poag, Elizabeth	94,004	3,165
Pollock, Michael	100,513	-
Porter, Rodney	115,876	1,227
Prussin, Emrys	76,545	2,789
Prytherch, Sian	94,628	1,581
Puritch, Jeanne	98,064	8,641
Puszczalowski, Philip	76,622	-
Raju, David	94,290	-
Rao, Asha	89,272	4,989
Rayson, Todd	90,198	558
Read, Nicholas	108,731	-
Reed, Jennifer	81,962	3,425
Reeve, Daniel	94,455	2,850
Riecken, Theodore	89,885	463
Robb, Leanne	100,424	359
Robbins, Lynda	97,050	-
Robertson, Lisa	90,129	3,349
Robinson, Liisa	83,445	2,986
Robson, Beverley	89,077	3,345
Roe, Sarah-Jayne	99,708	7,990
Rogers, Pamela	88,249	629
Rook, Rusty	94,628	473

Ross, Kristin	88,237	38
Rumpel, Steven	115,790	5,767
Rusekampunzi, Augustin	88,897	-
Russell, Robert	96,320	629
Ryan, Emily	78,588	2,029
Sacilotto, Laura	80,303	629
Sandford, Hilary	93,926	-
Schaerer, Saryta	108,339	1,327
Scheunhage, John	80,583	3,546
Schmidt, Mercedes	76,169	1,464
Schroeder, Michael	86,142	1,766
Schudel, Emily	94,628	1,543
Scott, Patricia	79,510	2,439
Scott, Stephen	94,619	2,548
Sehn, Eric	138,486	4,917
Severyn, Barbara	154,475	3,010
Shelstad, Megan	94,628	-
Shepherd, Laura	94,628	-
Shpak, Dale	95,778	2,921
Silden, Eva	94,493	5,920
Sillem, Nikolaas	91,922	304
Simcoe, Janice	117,602	2,517
Smigel, Susan	84,362	2,743
Smith, Cynthia	137,984	7,049
Smith, Derek	99,235	351
Smith, Mavis	92,945	3,375
Sondheim, Amie	82,124	89
Sorensen, Robert	101,658	2,100
Southern, Dawn	95,118	467
Sperling, Claudia	111,055	6,681
Stask, Christopher	101,995	-
Stekelenburg, Lisa	85,451	1,757
Stephen, Jeffrey	82,820	4,987
Stephens, Jacqueline	86,720	583
Stewart, Michael	89,487	-
Stickney, Gordon	115,868	10,543
Stone, Jennifer	89,375	739
Stratford, James	98,235	776
Strelaeff, Kevin	102,855	100
Stretch, Lindsay	95,808	539
Stride, Richard	138,671	12,278
Strobl, Margit	94,487	4,632
Stubbs, Neil	93,458	2,673
Stull, Joshua	87,797	4,000
Sturgill, Sean	81,281	2,729
Stuss, David	90,060	215
Sunderland, Andree	94,628	51

Surridge, Blair	93,896	315
Swanwick, Mark	97,898	-
Sykes, Ryan	94,290	998
Szwender, Halinka	96,251	617
Tait, Shannon	88,759	3,368
Tamosiunas, Joel	87,139	-
Tarnai-Lokhorst, Katherina	90,398	2,705
Tavares, Cecilia	94,628	2,114
Taylor, Wendy	91,662	-
Telford, John	92,655	1,344
Thiessen, Susanne	100,047	4,040
Thomson, Daryl	103,661	-
Thorndyke, Robert	96,610	-
Tol, Ian	123,729	3,041
Tomines, Jose	80,763	-
Tonks, Randal	93,796	3,716
Towne, Scott	82,528	-
Traore, Michelle	98,963	6,972
Travers, Nicholas	93,916	276
Tudor, Tara	97,579	5,666
Turner, Andrea	83,639	1,233
Underwood, Larry	75,285	4,011
Van Alderwegen, Anneke	94,628	270
Van de Vegte, Joyce	103,791	3,349
Van Oort, James	113,108	-
Vandenbossche, Michael	91,895	3,967
Vaux, Darren	110,491	8,939
Vawda, Ahmed	94,628	-
Verjinschi, Bogdan	93,764	-
Vernon, Anthony	97,579	1,021
Vis, Alfred	98,573	2,500
Vos, Peter	91,222	-
Vreugdenhil, Philip	101,267	-
Wadsworth, Kerry	95,825	466
Wakefield, Ronald	85,213	-
Walker, Ross	88,933	422
Walker-Duncan, Steven	104,873	3,419
Warrender, Ian	98,573	13,992
Wassermann, Brent	98,059	182
Weaver, Michael	98,573	11,602
Webster, Anthony	95,254	3,012
Weimer, Melody	98,235	4,743
Welsh, Marlene	84,406	6,492
West, Elizabeth	93,847	5,643
Wieler, Susana	87,909	-
Wiewiorowski, Jayna	75,623	476
Wiggins, Jeffrey	81,688	1,162

Willbond, Mary	93,458	744
Wilmshurst, Geoffrey	172,826	24,080
Wilson, Susan	75,285	4,147
Wilton, Bree	94,290	-
Won, Stephanie	94,628	3,557
Wong, Bill	95,644	3,000
Wong, Regina	93,008	5,985
Wonsiak, Tessa	83,631	3,629
Wood Meszaros, Aileen	88,249	7,188
Woodrow, Sandra	79,417	2,664
Worrall, Richard	85,075	2,577
Wrate, Cynthia	94,412	-
Wrean, Patricia	84,125	-
Yacucha, Keith	89,476	580
Yakimoski, Nancy	94,772	2,462
Yang, John	96,930	185
Yates, Joan	111,548	1,352
Yilmaz, Cuma	98,573	-
Yutani, Lynelle	97,042	2,488
Zaleski, Leta	92,505	4,474
Zamluk, Corrine	93,322	-
Zehr, Lori	111,022	113
Zeldin, Daniel	91,225	37,235
	<hr/>	<hr/>
Total over \$75,000	45,618,028	1,360,961
Total for employees earning less than \$75,000	41,843,582	803,893
Total All Employees	87,461,610	2,164,854

Severance Information:

Number of agreements	1
Number of equivalent month's gross salary	9

Prepared under the Financial Information Regulation, Schedule 1, section 6(7)

Reconciliation

Total remuneration for Members of the Board of Governors	\$ 576,659
Total remuneration for other employees	\$ 87,461,610
	<hr/>
Subtotal	88,038,269
Total per Note 13. Expenses by object:	114,452,454
	<hr/>
Variance	<u>(26,414,185)</u>

Explanation of variance:

Prepared under the *Financial Information Regulation* , Schedule 1, section 6 and the *Financial Information Act* , Section 2(3)(b)(i).

Amounts disclosed in these schedules differ from total expenses disclosed in the Statement of Operations due to adjustments required in the Statement to comply with Generally Accepted Accounting Principles.



**PAYMENTS TO CORPORATIONS, FIRMS AND
INDIVIDUALS FOR SUPPLIES OR SERVICES
RENDERED
FOR THE YEAR ENDED MARCH 31, 2020**

Prepared under the Financial Information Regulation, Schedule 1, section 7 and the Financial Information Act, Section 2.

Vendor	Amount
4imprint	37,842
Accreditation Canada	26,470
Acme Supplies Ltd.	251,830
Air Liquide Canada Inc	62,860
Albert Sinyor Group	26,973
Apex Steel & Gas Ltd	79,281
Applied Management Centre	156,083
Aral Construction	2,831,466
Aramark Canada Ltd.	136,512
Associated Health Systems Inc.	36,447
Austin Insulators Inc.	125,444
Avid Apparel	26,037
Axis Design	89,864
B&C Food Distributors	43,967
Bartle & Gibson Co Ltd	33,002
BC Electrical Association	55,685
BC Hydro	915,406
BC Institute Of Technology	33,868
BC Net	722,378
BC Pension Corp	7,769,610
BC Transit	77,222
BD Canada	38,137
Black Press Group Ltd	37,700
Blackboard Canada Inc.	80,858
B-Line Medical Llc	66,071
Brenic Construction Ltd	118,327
Bright Can-Achieve Limited	47,496
C.E.S. Engineering Ltd	49,350
CAE Healthcare	652,479
Canadian Linen Supply	42,855
Canam Consultants	75,476
Canem Systems	3,758,564
Cardinal Health Canada Inc	227,953
Cascadia West Contracting Ltd	644,455
Charms Education And Immigration Services	40,084
Charter Telecom Inc	57,817
Chase Office Interiors	40,398
Cherwell Software Llc	52,738
Chetanya Career Consultants Pvt Ltd	108,932
Coca-Cola Refreshments Canada Co.	53,134
Colleges and Institutes Canada	38,670
Colliers Project Leaders Inc.	376,854
Compugen	231,071
Computrain It Pvt Ltd	55,436

Core-Mark	44,935
Corfield And Associates	63,000
Csa Canadian Standards Association	69,130
Cvent Canada Inc	30,718
Decoda Literacy Solutions Society	185,000
Destiny Solutions	77,675
Diamond Athletic Medical Supplies Inc.	41,016
Digital Architecture	51,612
District Of Saanich	288,636
DM Consulting	48,800
Dubwear	26,493
Ebsco Canada Ltd	34,673
E-Card ID Products Ltd	27,579
ECS Electrical Cable Supplies	27,689
Eecol Electric Ltd	29,918
Electro Meters Company Ltd	27,476
Elliott Matsuura Canada Inc	169,995
Ellucian Technologies Canada	1,095,333
Emond Montgomery Publications	30,837
Erb Technical Contracting Ltd.	155,358
Federal Express Canada Ltd.	25,499
Festo Didactic Ltd	69,712
Finning (Canada)	80,075
Fisher Scientific Company	87,119
Footprints Security Patrol Inc	277,889
Forsyth Healthcare Concepts	44,251
FortisBC - Natural Gas	278,266
Ge Healthcare	761,848
Geffen Gourmet Catering	48,612
Global Convention Services	27,512
Global Industrial Canada Inc.	30,105
Global Payments	572,141
Graphic Office Interiors Ltd	1,524,596
Greater Victoria School Board	169,114
Gregg Distributors B C Ltd.	52,040
Guard. Me International Insurance	96,562
Hanover Research Council Llc	59,273
Harris & Company Llp	92,912
HDR CEI Architecture Associates Inc	44,041
Henry Schein Canada Inc	190,674
Hill Rom Canada	43,738
Homewood Health Inc	52,189
Honeywell Limited	152,559
Hooper Access And Privacy Consulting Ltd	46,029
Hu-Friedy	82,309
ICBC	37,753
IDP Education	126,157
Infosilem Inc	36,091
Innovative Pathways Inc	51,450

Island Temperature Controls Ltd	46,068
Island Tractor & Supply Ltd	47,924
Isle Golf Cars Inc.	34,984
Jain Overseas	44,525
Javelin Technologies Inc	63,744
JB Sheetmetal Ltd	76,546
Jenner Chevrolet Oldsmobile Ltd	53,050
Jim Pattison Broadcast Group	36,141
John Wiley & Sons Canada Ltd	119,791
John Wiley & Sons, Inc. San Fran	47,720
Justin Thiessen	28,558
Kaufman, Hall & Associates LLC	311,585
Kinetic Construction Ltd	34,276
Kitt Equipment	44,072
KMS Tools	30,356
Knappett Projects Inc.	18,315,774
KPMG LLP	39,900
Laerdal Medical Canada Ltd	236,615
Lloyd'S Register Canada Ltd	50,925
Login Brothers Canada	239,705
Long View Systems Corporation	556,202
Lucid Management Group	55,161
Lumberworld Ltd	58,804
Madison Paving (1976) Ltd	98,700
Manulife Financial	6,708,604
Masonlift Ltd	44,989
MBS - Textbook Exchange, Inc.	73,565
Mcgraw-Hill Ryerson Limited	91,411
Messer Canada Inc.	42,307
Microserve Business Computers	1,430,262
Minister of Finance	1,997,359
Minogue Medical Inc.	97,294
MMK Consulting	42,045
Moneris	103,476
Monk Office	229,484
Morgan Electrical Group Ltd.	29,807
MPS Macmillan Publishing Services	47,011
MVCC Video Communications Corp	110,783
Nace International	48,318
Natg Integrated Systems	125,210
Nebraska Book Company	38,703
Nelson Education Ltd.	318,489
Okanagan College	34,496
Open Storage Solutions Inc	36,860
Orbis Communications Inc	48,741
Oxford Travel & Education Services	33,541
Oxford Univ Press	132,366
P.R. Bridge Systems Ltd.	27,586
Pacheedaht First Nation	76,783

Pacific Air Filters Ltd	27,318
Pacific Audio Works	41,681
Pacific Coast Fire Equipment	36,973
Pacific Institute For Sport	716,401
Parker Johnston Industries Ltd	476,739
Passion Sports	52,902
Pearson Canada Inc.	456,878
PFM Executive Search	47,065
Polaris Leadership Inc.	64,357
Postage By Phone	25,000
Powerschool Canada Ulc	62,067
Price'S Alarm Systems Ltd	28,761
Prism Marine	105,000
Professional Choice Uniform Inc	36,584
Proquest LLC	75,126
Queens Printer	274,167
Raider Hansen	74,287
Receiver General for Canada	6,470,402
Redpath Relocations Inc.	48,206
Refuse Holdings Ltd	36,719
RFS Canada	68,082
Ricoh Canada Inc	245,658
Robbins Parking Service Ltd	150,001
Rogers	111,800
Roy Group Leadership Inc.	36,338
Russell-Hendrix Foodservice Equipment	25,007
Sage Publications Inc	34,276
Saltspring Island Literacy	33,700
Samuel, Son & Co Ltd	113,109
Santa Monica Study Abroad Pvt Ltd	136,538
Santosh Rajput	46,610
School District #62	139,606
Sharper Marketing	46,477
Shell Energy North America (Canada) Inc	139,962
Shield Safety Services	33,310
Signs Of The Times	43,234
Simon Fraser University	194,153
Skillsource	89,066
Slegg Building Materials	32,700
Sly Solutions	47,211
Southern Butler Price Llp	27,373
Spicers Canada Ulc	164,485
Staedtler-Mars Limited	25,034
Stantec Consulting Ltd	371,933
Strathcona Park Lodge	25,194
Stryker Canada	398,350
Sunrise International Legal Services	63,132
Supertech Inc.	33,958
Sysco Victoria	286,347

Telus	108,889
Tennant Sales And Service Canada ULC	58,522
Thinkspace Architecture Planning Interior	247,479
Thrifty Foods	54,966
Top Line Roofing Ltd	857,799
Top Quality Coatings Ltd	113,569
Ukagu Enterprise Inc.	26,346
Uline	27,422
Ultraray Group Inc	176,317
University of Toronto Press Inc	32,987
University Of Victoria	45,638
UVIC Computer Store	36,021
UVIC Properties Investments Inc	111,310
Vancouver Island University	133,522
Vancouver Public Education Alliance	26,674
Veenstra Consulting Ltd	27,631
Victoria Conservatory Of Music	158,790
Victoria Literacy Connection	33,700
Waste Management	189,032
Wesco Distribution-Canada Inc	39,404
Westburne West	52,202
Westcoast Roof Inspection	75,316
Western Canoeing & Kayaking	25,656
Westpac Solutions	28,905
Wilson'S Transportation Ltd	242,345
Worksafe BC	383,973
Ws'Anec School Board	25,343
Yellow Pencil Inc	29,400
Zeidler Architecture	63,525

Total over \$25,000	76,512,066
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Total less than \$25,000	7,283,358
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Grand total	83,795,424
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Reconciliation

Total of aggregate payments exceeding \$25,000 paid to suppliers	\$ 76,512,066
Consolidated total of payments of \$25,000 or less paid to suppliers	\$ 7,283,358
Consolidated total of all grants and contributions exceeding \$25,000	\$ -
	<hr/>
Subtotal	\$ 83,795,424
Total per Note 13. Expenses by object	32,822,772
	<hr/>
Variance	<u><u>50,972,652</u></u>

Explanation of variance:

Prepared under the *Financial Information Regulation* , Schedule 1, section 7 and the *Financial Information Act* , Section 2.

Amounts disclosed in these schedules differ from total expenses disclosed in the Statement of Operations due to adjustments required in the Statement to comply with Generally Accepted Accounting Principles.



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, June 8, 2020
TIME: 5:00 pm
ONLINE: Teams

BOARD MEMBERS:

Laylee Rohani, Chair
 Bijan Ahmadi
 Sherri Bell, President
 Monty Bryant, Vice Chair
 Tanya Clarmont
 Joanne Cumberland
 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, VP Administration & CFO
 Rodney Porter, Exec. Director, Communications & Marketing
 Barbara Severyn, Exec. Director, Human Resources
 Geoff Wilmshurst, VP Partnerships

REGRETS: nil

EXECUTIVE ASSISTANT: Heather Martin

I CALL TO ORDER

Laylee Rohani, Chair, called the meeting to order at 5:00 pm.

II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

III BOARD MEMBER REPORTS

1. Chair's Report

Laylee Rohani, Chair, noted it is her last report as Chair, and she was sad that she could not see everyone in person. The Board received COVID-19 updates from Sherri Bell, in addition to CamNews. Sherri Bell and Laylee met several times virtually for planning. Congratulations to Heather Martin who was voted Chair-Elect on the Board of Directors of CIG's Governance and President's Office Professionals. She will Chair the Conference and PD Committee for their conference in Calgary in April 2021, as well as sit on the Executive and Nominating committees.

The annual Board orientation takes place every year in late August. Laylee always looks forward to these events, as it is a great way to get to know each other and have fun. It is the kick-off to

the Board's year, and a welcome to our new members. The event provides a refresher of the information the board needs to function. However, more importantly, it provides relationship building. It gives the members a chance to get to know each other in small groups, and in a relaxed and fun environment. As it is very difficult to do this in a virtual meeting, Sherri Bell will work on planning a well-spaced, in-person event with a smaller group, if the Board is comfortable, in addition to a virtual orientation. Heather will send a poll to find out the Board members' level of comfort with a face-to-face orientation.

Laylee added that the past six years have been a wonderful, rewarding experience. It is hard to leave the board during a pandemic, as she would like to stay and help. It is with mixed feelings that she says goodbye, but is confident we will work together to culminate in success. Laylee is the last board member who took part in hiring Sherri Bell, and she is very proud to have had a role in bringing her to the college. Laylee learned a lot from Sherri's leadership, especially over the last few months. Thank you to Heather for her support over the years.

2. President's Report

Sherri Bell, President, agreed that it is very difficult to say goodbye over the computer. Sherri loved working with Laylee over the past five years. Sherri introduced our new Ombudsperson, Rob Thompson. Congratulations to Geoff Wilmshurst, VP Partnerships, who won the BC Council for International Education (BCCIE) 'International Education Distinguished Leadership Award'.

Camosun has 3000 students graduating this year. We are sending them a letter from Sherri Bell and their Dean. Rodney Porter, Executive Director, Communications and Marketing, set up a webpage to celebrate the graduates. Congratulations will pour out starting next week on Facebook, Instagram and Twitter. There will be messages from the alumni, the deans, Sherri Bell and more. There will be a spread in the Times/Colonist on June 18. Angela Wignall, who is a nurse, won the Promising Alumni Award, and Mark Lovick, VP at RBC, won the Distinguished Alumni Award. Past Camosun student Shane Baker will win the BC Lieutenant Governor's Medal Program for Inclusion, Democracy and Reconciliation. He turned his life around and advocates for other students with disabilities.

We began the Safe Start Camosun where instructors can apply to have portions of their program on campus. John Boraas, VP Education has to approve the applications. Only those who absolutely must be on campus will be approved. The applications go through Occupational Health and Safety and Facilities checks, among others. Sherri acknowledged the hard work of John Boraas; Jen Stone, Director, Strategic Initiatives; the Deans; Facilities; and the instructors for enabling students to finish. Deborah Huelscher is in contact with the Ministry, who is aware of the loss of revenue and the extra costs of mitigation. In September and October when the numbers are known, the Government will work with each institution on their individual plan.

3. Foundation

Monty Bryant, Foundation Liaison, noted they met for the regular meeting and AGM on May 28. Because the Finance Committee is so highly skilled, the financials are not down as much as the general market. They made a \$650K contribution this year, which is the same as last year, and gave an extra \$200K to help students during COVID-19. They adopted a code of conduct for the Foundation Board. Geoff Wilmshurst, Vice President Partnerships, advised the Advancement team raised \$120K in May. It will go to bursaries and scholarships.

4. Education Council

Bijan Ahmadi, Education Council Chair, noted the minutes from the April 15, 2020, meeting were included in the agenda package. Bijan went over the highlights of the May 20, 2020, meeting, where they endorsed the Grade Review and Appeals policy and Indigenization policy.

5. Pacific Institute for Sport Excellence (PISE)

Phil Venoit, PISE Board of Directors member, noted the meeting focused mainly on COVID-19. They looked at timelines, the projected financial impacts, and the re-engagement process with the community. PISE provides sports, which have all been cancelled, and there are no online alternatives. They reviewed their strategic risk registry, and looked at planning for moving forward.

IV BOARD COMMITTEE REPORTS**1. Audit Committee**

- i) The minutes from the May 26, 2020 meeting were included in the agenda package.
- ii) Emily Rogers, Chair, Audit Committee, gave a report on the June 1, 2020, Audit Committee meeting.

a) Audited Financial statements for the Year Ending March 31, 2020

Emily Rogers noted the June 1 meeting was the annual conversation with the auditors and consideration of the financials ending March 31, 2020. Deborah Huelscher, VP Administration and CFO, provided a high-level summary of the audited financial statements and the year-end position compared with the year ended March 31, 2019, as well as the operations highlights. The financial statements were prepared in accordance with the reporting framework directed by the Provincial Government and in accordance with the Budget Transparency and Accountability Act of BC. The budget was balanced and the year ended with an overall surplus of just under \$300K.

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2020 AS PRESENTED.

CARRIED**b) Appointment of the Auditor**

Emily Rogers advised Section 55 of the College & Institute Act states we must re-appoint the auditors once a year. KPMG was the successful applicant for the last five years. The Audit Committee proposed an extension of one year because of COVID-19. KPMG understands the college well, and we have a great working relationship. Continuity during this time of uncertainty would be a great benefit.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS EXTEND THE APPOINTMENT OF KPMG TO PERFORM THE AUDIT OF THE COLLEGE'S FINANCIAL STATEMENTS FOR ONE YEAR, FOR THE REPORTING YEAR ENDING MARCH 31, 2021.

CARRIED

2. Executive Committee

Laylee Rohani, Chair, Executive Committee, reported that the Executive met virtually on June 1 using Teams. We made recommendations to the Board on the new 'Indigenization' policy, as well as the revision of the 'Sexual Violence and Misconduct' policy. We received an update on the current COVID-19 situation at the College. We reviewed the results of the annual electronic Board self-evaluation. We will look at the results of the one-on-one interviews at our meeting on June 22. We discussed ways to mount the annual orientation in August, both in-person and virtually. We will use the results from the evaluations to inform the orientation and for further planning.

i) Sexual Violence and Misconduct Policy Revision

Heather Cummings, VP Student Experience, advised that in 2017 we approved a Sexual Violence and Misconduct policy, and must review it every three years in accordance with the legislation. The review incorporated feedback from the 'Students for Consent Culture Canada'. Consultation was held with the Camosun College Student Society and the community. The procedures are in a separate document, which the College Executive Team will approve.

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO THE 'SEXUAL VIOLENCE AND MISCONDUCT POLICY'.

CARRIED

ii) Indigenization Policy

John Boraas, VP Education, reported it is exciting to bring this forward as they worked on it for several years. It is intended to help define what Indigenization means to the college; to provide clarity and to advance indigenization in teaching and services; and to move it forward. It will benefit all students across the college, and will increase understanding. They consulted extensively with the college and with the community. Education Council endorsed it on May 20.

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE INDIGENIZATION POLICY.

CARRIED

3. Finance Committee**i) 2020/2021 Budget**

Mike Stubbing, Chair, Finance Committee, gave a report on the May 19, 2020, meeting. Our main order of business was Deborah Huelscher, VP Administration and CFO's, proposal of the budget and financial plan for the college. It is a balanced budget of total revenue and expenses of \$150,016,525. Deborah presented information on COVID-19 risks and mitigation strategies. She noted the assumptions that were relied on for the report. The assumptions will be revisited throughout the year and actions will be taken to ensure a balanced budget. Every year the board commits to a balanced budget in the Government Mandate Letter. The budget presented adheres to the mandate. The whole board was invited to attend the Finance committee meeting for questions. The Finance Committee passed a motion to

recommend to the Board to approve the budget at today’s meeting. In light of continued uncertainty, the motion is slightly different from the one presented in the package.

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE COLLEGE’S BUDGET FOR THE FISCAL YEAR 2020/21 WITH TOTAL REVENUE AND TOTAL EXPENDITURE OF \$150,016,525 RESULTING IN A BALANCED BUDGET. BECAUSE OF THE PANDEMIC, THE BOARD WILL MONITOR AND ADJUST THE BUDGET IF REQUIRED ON A REGULAR BASIS.

CARRIED

V APPROVAL OF THE MINUTES

The minutes of the May 19, 2020, meeting were approved as distributed.

VI NEW BUSINESS

1. Election of the Chair

Deborah Huelscher, VP Administration and CFO, declared the election open and called for nominations. Monty Bryant was nominated and seconded for the position of Board Chair. No other nominations were put forward and Monty Bryant was acclaimed Board Chair for the period of August 1, 2020 to July 31, 2021. Monty thanked everyone and noted it was an honour.

2. Bargaining Update

Barb Severyn, Executive Director, Human Resources, provided an update on bargaining for information.

VII ADJOURNMENT

The meeting was adjourned at 6:12 pm.

Laylee Rohani, Chair

Date

Heather Martin, Recorder



COURSE ENROLMENT SNAPSHOT

FALL 2020

as at 07-SEP-2020

ACADEMIC DISCIPLINE CATEGORY	DOMESTIC			INTERNATIONAL			ALL STUDENTS		
	2019F	2020F	% CHANGE	2019F	2020F	% CHANGE	2019F	2020F	% CHANGE
Arts, Humanities, & Social Sciences	6589	6269	-4.9%	1529	1331	-12.9%	8118	7600	-6.4%
Business & Economics	5078	5236	3.1%	3022	2617	-13.4%	8100	7853	-3.0%
Health Sciences	3678	3664	-0.4%	173	112	-35.3%	3851	3776	-1.9%
Human Services	743	732	-1.5%	61	48	-21.3%	804	780	-3.0%
Indigenous Education	281	374	33.1%	33	34	3.0%	314	408	29.9%
Sciences (Natural & Formal)	3662	3474	-5.1%	688	590	-14.2%	4350	4064	-6.6%
Sport and Exercise	1266	1291	2.0%	74	83	12.2%	1340	1374	2.5%
Technologies & Engineering	2518	2291	-9.0%	442	394	-10.9%	2960	2685	-9.3%
Trades Apprenticeships	630	437	-30.6%	0	0	0.0%	630	437	-30.6%
Trades Foundation	445	242	-45.6%	8	0	-100.0%	453	242	-46.6%
Upgrading & Preparatory (Access)	780	398	-49.0%	465	160	-65.6%	1245	558	-55.2%
Other (courses related to co-op, learning skills, etc.)	317	287	-9.5%	73	83	13.7%	390	370	-5.1%
COURSE REGISTRATIONS TOTALS	25987	24695	-5.0%	6568	5452	-17.0%	32555	30147	-7.4%

COURSE SUBJECTS BY CATEGORY

Arts, Humanities, & Social Sciences

Anthropology
 Archaeology
 Art
 Asian Pacific Studies
 Chinese
 Communication Studies
 Criminal Justice
 Creative Writing
 Digital Media
 English
 Film
 French
 Global Studies
 Geography
 Gender, Sexuality, & Women's Studies
 History
 Japanese
 Korean
 Music Technology
 Music Performance
 Philosophy
 Political Science
 Psychology
 Religion
 Sociology
 Social Work
 Social Science
 Spanish
 Visual Storytelling

Business & Economics

Applied Business Technology
 Accounting
 Business
 Economics
 Finance
 Hospitality Management
 Human Resources Management
 Legal
 Marketing
 Medical Office Administration
 Public Administration
 Sport Management
 Tourism Management

Health Sciences

Allied Health
 Dental Assistant
 Dental Hygiene
 Health Care Assistant
 Health Science
 Health & Wellness
 Medical Imaging Diagnostic Sciences
 Medical Laboratory Science
 Medical Radiography
 Nursing
 Practical Nursing
 Clinical Practicum

Human Services

Community, Family, & Child Studies
 Community Support & Education Assistant
 Early Learning & Care
 Interprofessional Mental Health & Addictions
 Mental Health & Addictions
 Mental Health, Addictions, & Criminal Justice

Indigenous Education

Indigenous Family Support
 Indigenous Studies

Sciences (Natural & Formal)

Astronomy
 Biology
 Chemistry
 Geoscience
 Math
 Physics
 Statistics

Sport & Exercise

Adventure Education
 Athletic & Exercise Therapy
 Exercise & Wellness
 Massage Therapy
 Sport & Fitness Leadership
 Sport & Exercise
 Sport Performance

Technologies & Engineering

Civil Engineering
 Computer Science
 Electronics & Computer Engineering
 Electronics (DND)
 Electronics
 Engineering
 Environmental Technology
 Information & Computer Systems
 Mechanical Engineering
 Mechanical Engineering Technology
 Technology Access
 Technology

Upgrading & Preparatory

Building Employment Success for Tomorrow
 English Language Development
 Employment Training & Preparation

Other

Career Development
 Co-operative Education
 Interdisciplinary Studies
 Learning Skills

Trades

Automotive Mechanical
 Carpentry
 Construction Craft Worker
 Construction Orientation
 Diesel Engine Mechanic
 Electrical Foundation
 Fine Furniture
 Gas Fitting
 Heavy Duty Equipment Tech
 Heating Technician
 Heavy Duty Mechanics
 Horticulture
 Joinery
 Metal Fabrication
 Nautical
 Plumbing Pipe Trades
 Plumbing
 Professional Cook
 Refrigeration
 Sheet Metal Fabrication
 Sheet Metal
 Sprinkler Fitting
 Steampipe
 Trades Access Common Core
 Truck & Transport Mechanic
 Transport Trailer Technician
 Welding