



## BOARD OF GOVERNORS

### REGULAR MEETING AGENDA

**MEETING:** Tuesday, October 13, 2020  
**TIME:** 5:00 pm  
**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

**GUEST:** Scott Harris, Registrar

**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.

| <b>I CALL TO ORDER</b>  | <b>PAGE</b>   |
|---|---------------|
| <b>II APPROVAL OF THE AGENDA</b>                                  |               |
| <b>III BOARD MEMBER REPORTS</b>                                   |               |
| 1. Chair’s Report [5 min] (Monty Bryant)                          | no attachment |
| 2. President’s Report [5 min] (Sherri Bell)                       | no attachment |
| 3. Foundation [5 min] (Tanya Clarmont/Geoff Wilmshurst)           | no attachment |
| 4. Education Council [5 min] (Bijan Ahmadi/Joanne Cumberland)     |               |
| i) Minutes of the June 24, 2020 Special & Regular meetings        | attachment 4  |
| 5. Pacific Institution for Sport Excellence [5 min] (Phil Venoit) | no attachment |
| 6. Financial Update [10 min] (Mike Stubbing, Deborah Huelscher)   | no attachment |

|   | <b>PAGE</b>   |
|---|---------------|
| <b>IV BOARD COMMITTEE REPORTS</b>   |               |
| 1. Executive Committee [5 min] (Monty Bryant)   | no attachment |
| i) Public Sector Employers' Council Secretariat (PSEC): Executive Compensation Freeze [10 min] (Monty Bryant) * | attachment 9  |
| <b>V APPROVAL OF THE MINUTES</b>  |               |
| 1. Minutes of the September 21, 2020, Inaugural and Regular Meetings [2 min] (Monty Bryant)                     | attachment 12 |
| <b>VI NEW BUSINESS</b>  |               |
| 1. Enrolment Report [10 min] (Scott Harris)   | attachment 18 |
| 2. Strategic Plan Goal:<br>The Levelling Up of Student Experience [15 min] (Heather Cummings)                   | attachment 24 |
| <b>VII ADJOURNMENT</b>  |               |
| <br>  |               |
| * Requires a decision. See Page 3 for the proposed motion.  | attachment 3  |

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**CORRESPONDENCE** [nil]



**BOARD OF GOVERNORS**

**Regular Meeting**

**MOTION**

**Tuesday, October 13, 2020**

**IV Board Committee Reports**

**1. Executive Committee**

**i) Public Sector Employers' Council Secretariat (PSEC) Executive Compensation Freeze**

**MOTION**

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS ACKNOWLEDGE, IN RESPONSE TO THE MINISTER'S DIRECTION, THAT THERE WILL BE NO COMPENSATION INCREASES FOR THE 2020/21 EMPLOYEE PERFORMANCE YEAR FOR THE PRESIDENT.



# Approved Special Meeting Minutes

Wednesday June 24, 2020

4:00 – 4:10 Meeting

MS Teams

## Present

### Voting Council Members

- |  |  |
|--|--|
| <ol style="list-style-type: none"> <li>1. Andrea Kucherawy, Support Staff</li> <li>2. Bijan Ahmadi, Faculty</li> <li>3. Blair Fisher, Faculty</li> <li>4. Chris Avis, Faculty</li> <li>5. Debbie Hlady, Administration</li> <li>6. Isabel Grondin, Faculty</li> <li>7. Janet Danks, Support Staff</li> </ol> | <ol style="list-style-type: none"> <li>8. John Boraas, Administration</li> <li>9. Mark Fournier, Faculty</li> <li>10. Puneet Kaur, Student</li> <li>11. Richard Stride, Administration</li> <li>12. Robin Fast, Faculty</li> <li>13. Ruth Lyall, Faculty</li> <li>14. Ryan Russell, Faculty</li> <li>15. Scott Harris, Administration</li> <li>16. Vivian Fayowski, Faculty</li> </ol> |
|--|--|

### Non-Voting Council Members

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

### Regrets/Absent

Jennifer LeVecque, Faculty  
 Todd Ormiston, Indigenization Representative

## Meeting

### A. CALL TO ORDER AND A DECLARATION OF QUORUM

The Special Meeting was called to order at 4:01 pm by Connie Klassen. Quorum was reached.

### B. ELECTION OF 2020-2021 CHAIR

Connie called for nominations from the floor. Andrea Kucherawy nominated Bijan Ahmad. There were no other nominations. Bijan Ahmadi was acclaimed the 2020-2021 Chair of Education Council.

Moved by: Isabel Grondin

Seconded By: Andrea Kucherawy

Motion Carried

### C. ELECTION OF 2020-2021 VICE CHAIR

Connie called for nominations from the floor. Isabel nominated Andrea Kucherawy. There were no other nominations. Andrea Kucherawy was acclaimed the 2020-2021 Chair of Education Council.

Moved by: Bijan Ahmadi  
 Seconded By: Janet Danks  
 Motion Carried



# Approved Minutes

## REGULAR MEETING

Wednesday, June 24, 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. Janet Danks, Support Staff
8. John Boraas, Administration
9. Mark Fournier, Faculty
10. Robin Fast, Faculty
11. Ryan Russell, Faculty
12. Scott Harris, Administration
13. Richard Stride, Administration
14. Vivian Fayowski, Faculty

#### Non-Voting Members

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

#### Regrets/Absent

Joshua Cameron, Student  
 Paige Martin, Student  
 Isaiah Jurkuch, Student  
 Jennifer LeVecque, Faculty  
 Todd Ormiston, Indigenization Representative

#### Guests

Blair Fisher, Faculty  
 Puneet Kaur, Student  
 Rashed Al-Haque, Education Policy Specialist  
 Ruth Lyall, Faculty

| ITEM  | PRESENTER           |
|---|---------------------|
| <p><b>A. CALL TO ORDER AND DECLARATION OF QUORUM</b></p> <p>The regular meeting was called to order at 4:11 pm. Quorum was reached.</p>   | <b>Bijan Ahmadi</b> |
| <p><b>B. ACKNOWLEDGEMENT OF COAST SALISH TERRITORY</b></p> <p><i>Camosun College campuses are located on the traditional territories of the Lkwungen and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. &lt;<a href="http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html">http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html</a>&gt;</i></p> | <b>Bijan Ahmadi</b> |

| ITEM   | PRESENTER     |
|--|---------------|
| <p><b>C. ACCEPTANCE OF AGENDA</b></p> <p>The June 24, 2020 agenda was approved by unanimous consent.</p>   | Bijan Ahmadi  |
| <p><b>D. MINUTES FOR APPROVAL</b></p> <p>The minutes for May 20, 2020 were approved by unanimous consent.</p>  | Bijan Ahmadi  |
| <b>E. REPORTS</b>  |               |
| <p><b>1. Education Council Chair</b></p> <p>Bijan Ahmadi thanked members who attended the EdCo Retreat on June 12<sup>th</sup> via videoconference. Bijan reported that it was very effective in gaining a better understanding of perceptions around the Education Approvals process and that he looks forward to being part of the team returning to EdCo in the Fall with procedures and policies to support the new model. Bijan also noted that Brenda McBain’s term comes to an end and thanked her for her service to EdCo as Board Representative.</p>   | Bijan Ahmadi  |
| <p><b>2. VP Education</b></p> <p>John Boraas congratulated Bijan and Andrea on their acclamation to Chair and Vice Chair and thanked them and members of EdCo for their work over the last year. John also thanked members for their enthusiastic and thoughtful insight into the Education Approvals process at the EdCo Retreat. John also reported that the college is currently working through safe start process and expressed gratitude to the college community for their willingness to engage on how the college can safely deliver those programs that will be delivered on campus in the Fall.</p>   | John Boraas   |
| <p><b>3. Board Member</b></p> <p>Brenda McBain expressed her gratitude to Bijan Ahmadi and Tim Ayers, former EdCo chair, for their leadership. Brenda noted that she has gained considerable insight into the workings of the college in her role on EdCo members and acknowledged the invaluable role of EdCo. Brenda reported that the Board of Governors met on June 8<sup>th</sup> and that Laylee Rohani has completed her six-year term as chair. In Sherri Bell’s report to the board, she thanked Laylee for her service and introduced new ombudsperson, Rob Thompson. Sherri also acknowledged the 3000 students who graduated from the college this year and explained to the Board how those achievements were celebrated via social media. The Board approved the audited financial statements for the year ended March 31, 2020 and extended the appointment of KPMG as auditor for another year. In addition, the Board approved the <a href="#">Indigenization</a> policy and revisions to the <a href="#">Sexual Violence and Misconduct</a> policy. The Board also approved the 2020/2021 balanced budget of 150,016,525 with the acknowledgement that the board may need to adjust due to the pandemic. Monty Bryant is the new chair effective August 1, 2020.</p> | Brenda McBain |

| ITEM  | PRESENTER                                 |
|---|---|
| <b>F. COMMITTEE REPORTS</b>   |   |
| <p><b>Education Council Policy and Standards Committee</b></p> <p>Peter Moroney reported that the committee met on June 1<sup>st</sup>; policy work included review of the revisions to the Grade Review and Appeals procedures and the Terms of Reference: Education Council Academic Appeals Panel policy following feedback from the May 20<sup>th</sup> EdCo. The committee also fine-tuned Academic Integrity policy. Scott also briefed the committee on the Academic Calendar and presented an early draft Academic Calendar policy needed to support the Calendar. The committee is meeting on July 16<sup>th</sup> to further review the Academic Calendar policy as well as the <a href="#">Standard for Awarding Credentials</a> policy as the two policies are currently linked. Peter reported that the committee also met on June 10<sup>th</sup> to specifically review the Student Conduct policy prepared by Heather Cummings and provided feedback.</p> | <b>Peter Moroney</b>                      |
| <b>G. INTEGRATED CURRICULUM COMMITTEE REPORT</b>  |   |
| <b>Connie Klassen</b>   |   |
| <b>Regular Curriculum for Approval</b>  |   |
| <p><b>Whereas:</b> The Integrated Curriculum Committee has reviewed and did not have consensus to recommend full approval of the following curriculum:</p>  |   |
| <p><a href="#">ENGL-021_IDS3901_Fall2021</a><br/> <a href="#">ENGL-022_IDS3902_Fall2021</a><br/> <a href="#">ENGL-023_IDS3903_Fall2021</a><br/> <a href="#">ENGL-024_IDS3904_Fall2021</a><br/> <a href="#">ENGL-025_IDS3905_Fall2021</a><br/> <a href="#">ENGL-033_IDS3906_Fall2021</a></p>   |   |
| <p><b>Motion:</b><br/> That Education Council approves changes to the curriculum as submitted:</p> <p style="text-align: right;"><b>Moved by: Isabel Grondin</b><br/> <b>Seconded by: Debbie Hlady</b><br/> <b>Motion Carried</b></p>   |   |
| <b>H. ITEMS FOR ACTION</b>  |   |
| <p><b>Academic Integrity Policy</b></p> <p>See <a href="#">New DRAFT Policy</a>   <a href="#">Process Document</a>   <a href="#">Standards Document</a></p>   | <b>Peter Moroney/<br/>Rashed Al-Haque</b> |
| <p><b>Motion to Approve:</b><br/> That Education Council approve the new Academic Integrity policy:</p> <p style="text-align: right;"><b>Moved by: Richard Stride</b><br/> <b>Seconded by: Chris Avis</b><br/> <b>Motion Carried</b></p>  |   |

| ITEM   | PRESENTER  |
|--|--|
| <p><b>Grade Review and Appeals Policy</b></p> <p>See <a href="#">Revised Process Supporting Document</a></p> <p><b>Motion to Endorse:</b><br/>That Education Council endorse the revisions to the Process for Requesting Grade Review and Appeals Supporting Document that incorporate requests on compassionate grounds, subject to the approval of Academic Integrity and Student Conduct policies:</p> <p style="text-align: right;"><b>Moved by: Debbie Hlady</b><br/><b>Seconded by: Scott Harris</b><br/><b>Motion Carried</b></p> | <p><b>Peter Moroney/<br/>Rashed Al-Haque</b></p> |
| <p><b>Student Conduct Policy</b></p> <p>See <a href="#">New DRAFT Policy</a>   <a href="#">Procedures</a></p> <p><b>Motion to Endorse:</b><br/>That Education Council endorse the new Student Conduct policy going forward to the Board of Governors for approval:</p> <p style="text-align: right;"><b>Moved by: Chris Avis</b><br/><b>Seconded by: Ryan Russell</b><br/><b>Motion Carried</b></p>  | <p><b>Heather Cummings</b></p>                   |
| <p><b>Terms of Reference: Education Council Academic Appeals Panel</b></p> <p>See <a href="#">Policy Supporting Document</a></p> <p><b>Motion to Approve:</b><br/>That Education Council approve the Terms of Reference: Education Council Academic Appeals Panel policy supporting document:</p> <p style="text-align: right;"><b>Moved by: Chris Avis</b><br/><b>Seconded by: Debbie Hlady</b><br/><b>Motion Carried</b></p>   | <p><b>Peter Moroney/<br/>Rashed Al-Haque</b></p> |
| <p><b>Managing Vacancies at Education Council</b></p> <p>See <a href="#">Discussion Paper</a></p> <p><b>Motion to Approve:</b><br/>That Education Council amend Section B.6 <a href="#">Education Council By-Laws</a> g.3-1 as outlined in the Discussion Paper:</p> <p style="text-align: right;"><b>Moved by: Bijan Ahmadi</b><br/><b>Seconded by: John Boraas</b><br/><b>Motion Carried</b></p>   | <p><b>Peter Moroney/<br/>Rashed Al-Haque</b></p> |
| <p><b>I. ADJOURNMENT</b></p> <p>The meeting adjourned at 5:30 pm.</p>  | <p><b>Bijan Ahmadi</b></p>                       |



**From:** Rathbone, Chris PSEC:EX  
**Sent:** Tuesday, September 8, 2020 1:37 PM  
**Subject:** 394188 - Letter from Public Sector Employers' Council Secretariat

Dear Post Secondary Board Chair,

As you may already be aware, last week, Minister James implemented a new policy direction for public sector employers freezing compensation for executive level positions across the BC public sector, including executive employees at all post secondary institutions.

Effective August 31<sup>st</sup>, the Minister requires that all executive compensation for public sector employers subject to the *Public Sector Employers Act* be frozen for the 2020/21 employee performance year – please see the attached letter from the Minister as well as a FAQ outlining important elements of this measure. The Minister's direction will require your board to update the compensation plan for its President / CEO to conform to the Minister's direction. With respect to the other executive positions (typically Vice Presidents), the freeze will be implemented through an amendment to the sectoral compensation plan administered by the Post Secondary Employers' Association (PSEA).

In response to the Minister's direction, boards are required to provide a resolution acknowledging that there will be no compensation increases for the 2020/21 employee performance year for the President / CEO at your institution and provide a copy of the resolution to the PSEC Secretariat by October 31, 2020.

Thank you in advance for your anticipated support of this measure; should you have any specific questions on this issue, please contact either myself or Ken Dawson, Executive Director, PSEC Secretariat.

Sincerely,

**Chris Rathbone** | A/President & CEO  
Public Sector Employers' Council Secretariat | Province of BC  
[gov.bc.ca/PSEC](http://gov.bc.ca/PSEC)  
<image001.png>

<FAQ - 2020 Executive Compensation Freeze Policy\_2020-08-31.pdf>  
<394188-Exec Comp Freeze Policy Dir Ltr\_2020-08-31.pdf>



August 31, 2020

394188

SENT VIA EMAIL

Dear Board Chair:

As you know, the COVID-19 pandemic has challenged and changed our province, and the Government is doing everything it can to invest in people, businesses and communities to see them through the pandemic and build back better.

At our July fiscal update, I provided new information about the impact the pandemic has had on the province's fiscal plan, and on employment, consumer and business behaviour. We are still dealing with a high level of uncertainty regarding the magnitude and duration of the economic decline caused by the pandemic.

It is too soon to speculate on the length of time it will take to return to a scenario where our economy is back to pre-pandemic levels of activity. We do know that many working people in our province have not fared as well as others. That is why we have introduced amendments to the *Economic Stabilization Act* to ensure that we have the resources and flexibility we need to support British Columbians and businesses during the COVID-19 pandemic, as well as the start of economic recovery. We will all have to do our part, however, to assist in getting B.C. back into shape in the months ahead.

As such, you can expect a comprehensive economic recovery plan in September and an initial review of the impact of relief measures taken so far. Today, the Province's Public Accounts for the 2019/20 fiscal year will be released. Consistent with past practice, the annual executive compensation disclosure will be also part of that release.

Additionally, I will announce a direction for a policy to freeze executive compensation for the 2020/21 performance year. Effective today, public sector employers currently subject to compensation plans under the *Public Sector Employers Act* will be required to amend their plans to indicate there will be no increases or adjustments paid to executive-level employees for the 2020/21 performance year.

The amended plans must be submitted to the Public Sector Employers' Council Secretariat by October 31, 2020 for approval. In cases where executives are covered by individual contracts, Boards must acknowledge that no performance increases or adjustments will be actioned by

.../2

- 2 -

them for the 2020/21 performance year. The executive compensation freeze policy applies to Crown agency CEOs, Vice Presidents, and comparable executive roles within your organization.

I believe the leaders and key decision-makers of our public sector, those we depend on to ensure the smooth operation and provision of services to people, understand the challenges ahead and the important steps we need to take to support B.C.'s economic recovery. In advance, I want to thank our public sector CEOs and executives for their exceptional leadership in these unprecedented times, and your continued efforts in supporting B.C.'s response to the pandemic.

Sincerely,

A handwritten signature in blue ink that reads "Carole James". The signature is written in a cursive, flowing style.

Carole James  
Minister and Deputy Premier



**BOARD OF GOVERNORS**

**INAUGURAL MEETING MINUTES**

**MEETING:** Monday, September 21, 2020  
**TIME:** 5:00 pm  
**ONLINE:** Teams

**BOARD MEMBERS:**

Monty Bryant, Chair  
Bijan Ahmadi  
Sherri Bell, President  
Tanya Clarmont  
Joanne Cumberland  
Richard Margetts  
Brenda McBain  
Brent Palmer  
Margie Parikh  
Mike Stubbing  
Fillette Umulisa  
Al van Akker  
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:**

Emily Rogers  
Lindsay JD van Gerven

**EXECUTIVE ASSISTANT:** Heather Martin

**I CALL TO ORDER**

Monty Bryant, Chair, called the meeting to order at 5:05 pm.

**II OATH OF OFFICE**

Monty Bryant, Chair, administered the Oath of Office to Brent Palmer, Richard Margetts, and Fillette Umulisa.

**III ADJOURNMENT**

The meeting adjourned at 5:07 p.m.

Monty Bryant, Chair

Date

Heather Martin, Executive Assistant



**BOARD OF GOVERNORS**

**REGULAR MEETING MINUTES**

**MEETING:** Monday, September 21, 2020  
**TIME:** Immediately following the 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  
Mike Stubbing  
Fillette Umulisa  
Al van Akker  
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

**GUEST:** Scott Harris, Registrar

**REGRETS:**

Emily Rogers  
Lindsay JD van Gerven

**EXECUTIVE ASSISTANT:** Heather Martin

**I CALL TO ORDER**

Monty Bryant, Chair, called the meeting to order at 5:07 pm.

**II APPROVAL OF THE AGENDA**

The agenda was approved as distributed.

**III BOARD MEMBER REPORTS**

**1. Chair’s Report**

Monty Bryant, Chair, noted this is his first report as Chair of the Board of Governors. It was an honour to be elected to the position. He looks forward to the next year with hope and anticipation. Monty warmly welcomed the three new members Richard, Brent and Fillette, and wished them an interesting and meaningful time on the board. Monty gave a reminder that all the regular board meetings are open to the public. The guests attend as observers and do not participate in the meeting. Today we have five guests. Sherri Bell, President, and Monty met several times virtually and in person for planning.

Monty welcomed Emily Rogers to the role of Vice Chair of the Board. The Finance committee welcomed Brenda McBain. Mike Stubbing joined the Audit Committee. Joanne Cumberland is the liaison to the Education Council, and Tanya Clarmont is the liaison to the Foundation Board of Directors. The 2020-2021 committee and liaison membership list is posted under the Information Binder on the Board web page.

Past Camosun board chair Peter Lloyd has passed away. Peter was our chair in 2004 and 2005. He was an enormous asset to the College and will be dearly missed. Our condolences go out to his family.

## **2. President's Report**

Sherri Bell, President, welcomed everyone and noted that she gave a full update at the board orientation on September 9. Classes have begun both remotely and in-person. Sherri walked around the Interurban campus and spoke to students and instructors. A lot of the education was taking place outside. The students were practicing social distancing and were wearing masks both inside the shops as well as outdoors. The fourth floor of the health building has the simulations and labs, so there were some students and instructors on that floor. On Lansdowne today the Dental students were on campus. The Lansdowne library is open by appointment and with limited hours. Last week 'Camosun Cares' was in the news. Camosun International, Culinary arts, the Student Society, and numerous other partners and staff put together hampers of groceries and delivered them to students who needed them. Sherri helped deliver some last week.

The Executive have continued to meet with the union partners and the student society on a weekly basis. Services for students are up and running remotely. There has been a shift of student services and supports due to COVID-19. At the next board meeting, there will be a presentation from the VP of Student Experience on the shifts and changes.

## **3. Foundation**

Monty Bryant, Chair, is the past liaison to the Foundation Board. Tanya Clarmont has accepted the position, and will attend next month's meeting.

Geoff Wilmshurst, VP Partnerships, noted the annual revenue for program awards and bursaries was up 80%. It was \$1.73M compared to \$965K last year. The number of individual donors is up as well. Fundraising has begun for the 50<sup>th</sup> anniversary. Advancement Officer Christina Bauzon earned a CFRE over the summer, bringing the Advancement Officers with a CFRE designation up to three. Monty Bryant congratulated the staff on their successful fundraising efforts.

## **4. Education Council**

Bijan Ahmadi, Education Council Chair, noted the minutes from the May 20, 2020, meeting were included in the agenda package. Bijan went over the highlights of the September 16, 2020, meeting, which included three new members, an update on education approvals renewals process, and the course syllabus update. They recognised past chair Tim Ayers' contribution, as he left the college. Joanne Cumberland is the new board liaison.

## **5. Pacific Institute for Sport Excellence (PISE)**

Phil Venoit, PISE Board of Directors member, noted they will meet this Thursday.

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

Monty Bryant, Chair, Executive Committee, noted the Executive met virtually on August 24 using Teams. We made recommendations to the Board on the Student Misconduct policy, as well as the Five-Year Capital Plan. We received an update on the Film Studio project, the Wilna Thomas building, and the COVID-19 financial scenario. The final copy of the 2020/21 Committee and Liaison Assignments was distributed. The list is posted on the Board web page. We worked on the plans for the Annual Board Orientation on September 9. We were not able to meet in person this year, but it was a valuable experience and important for building relationships.

**i) Student Misconduct Policy**

Heather Cummings, VP Student Experience, reviewed the highlights and noted the Student Misconduct policy replaces the former Student Conduct policy and focusses on student non-academic misconduct. Responsibility shifted from the VP Education to the VP Student Experience. The process for appeals will be included separately.

**MOTION:**

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

**CARRIED**

**ii) Five-Year Capital Plan**

Deborah Huelscher, VP Administration & CFO, noted that every year the college submits a five-year capital plan to the Ministry. The Ministry uses the plan from each institution to inform their ten-year plan. There are four projects on our list: the Young building renewal, student housing, the Ewing building renewal, and the Huber Hall cafeteria renewal and expansion.

**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.**

**CARRIED**

**2. Finance Committee**

- i) The minutes from the May 19, 2020 meeting were included in the agenda package.
- ii) Mike Stubbing, Chair, Finance Committee, gave a report on the August 31, 2020, Finance Committee meeting. The committee reviewed the contents of the board finance training presentation that will be shown in April prior to the budget. The training will be offered to the three new members on October 13. It is open to all members, so let Heather know if you are interested. They reviewed the financial report for the first quarter and received a COVID-19 update.

**a. Financial Information Act Report**

The committee made a recommendation to the board to approve the Financial Information Act Report, and submit it to the Ministry. The report has the required disclosures in accordance with Public Bodies Information Act of BC.

**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.**

**CARRIED**

**V APPROVAL OF THE MINUTES**

The minutes of the June 8, 2020 meeting were approved as distributed.

**VI NEW BUSINESS****1. September Enrolment Report Snapshot**

Scott Harris, Registrar, provided a brief snapshot of course registration as of September 7, the day before the start of term. The stable date, September 18, is when students can no longer drop or add courses. The full report will be more comprehensive and will go to the board at the October meeting. Domestic enrolment was down 5 %, and international enrolment was down 17%. This is actually good news in comparison to peers across the sector. While domestic enrolment numbers are down, tuition is up. This is partly because 3% of the decline was in tuition free programs, as well as due to the 2% raise in tuition.

**2. Financial Update**

Mike Stubbing, Chair, Finance Committee, advised that a joint release will go out to the college community tomorrow on the financial health of the college in regard to COVID-19. It will come from Mike and Deborah Huelscher, VP Administration & CFO. Every aspect of college life has been impacted. There has been a significant loss of revenue from International tuition and from Ancillary services. There have been additional costs to outfit classes for health and safety, and classes have been made smaller. When the board approved the budget in spring, they asked for mitigating steps and reporting.

**3. Accountability Plan & Report**

Rodney Porter, Executive Director, Communications and Marketing, provided highlights from the Accountability Plan & Report for 2019/2020. Every year all post-secondary institutes must submit one to Government. It tells the college's story from April to March. It includes goals, objectives, and performance measures results. It is shared with stakeholders, MLAs, the Ministry, CCFA, CCSS, CUPE, BCGEU, the local chambers, the school districts, UVic, and Royals Roads.

**4. Strategic Plan Annual Progress Report**

Sherri Bell, President, reviewed the Strategic Plan Annual Progress Report for 2019/2020. The four corners from the Strategic Plan are covered. This is the fourth progress report. We measure how well we are doing. The bullets show what we achieved and what we are working on. This year's was completed differently because there were no annual student or employee surveys due to COVID-19. A correction on page 5: the total women in trades in 2018-19 should be 365. We added new performance indicators throughout the document. It is becoming clear that anti-racism and diversity are becoming more predominant, so that may be a larger focus in the next strategic plan.

**VII ADJOURNMENT**

The meeting was adjourned at 6:13 pm.



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**Monty Bryant, Chair**

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**Date**

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**Heather Martin, Executive Assistant**



# ENROLMENT REPORT

FALL 2020

INSTITUTIONAL RESEARCH AND PLANNING  
OFFICE OF THE REGISTRAR

This Enrolment Report focuses primarily on **Headcount**, which considers each individual as one learner whether their enrolment is full-time or part-time and is an accurate reflection of the number of learners served by the Camosun College community during the Fall semester.

## OVERALL HEADCOUNT

|                          | <b>2018</b>   | <b>2019</b>   | <b>2020</b>  |
|--------------------------|---------------|---------------|--------------|
| Undergraduate            | 7,780         | 7,620         | 7,412        |
| Upgrading & Preparatory  | 1,357         | 1,497         | 1,256        |
| Trades & Apprenticeships | 768           | 842           | 598          |
| Other                    | 106           | 101           | 29           |
| <b>TOTAL</b>             | <b>10,011</b> | <b>10,060</b> | <b>9,295</b> |

## TOP FIVE INTERNATIONAL SOURCES

| <b>COUNTRY</b> | <b>PERCENTAGE</b> |
|----------------|-------------------|
| India          | 32.6%             |
| China          | 23.7%             |
| Vietnam        | 9.9%              |
| Japan          | 5.0%              |
| Mexico         | 4.9%              |

## STUDENT CATEGORIES

|              | <b>NUMBER</b> | <b>PERCENTAGE</b> |
|--------------|---------------|-------------------|
| New Students | 2,128         | 23%               |
| Continuing   | 5,858         | 63%               |
| Returning    | 837           | 9%                |
| Other        | 472           | 5%                |

## STUDENT RETENTION RATE

|                | <b>2018</b> | <b>2019</b> | <b>2020</b> |
|----------------|-------------|-------------|-------------|
| <b>Overall</b> | 62%         | 63%         | 64%         |
| Indigenous     | 57%         | 61%         | 60%         |
| International  | 59%         | 58%         | 67%         |

## ENROLMENT MIX

| ACADEMIC CATEGORY                      | RESIDENCY    |               | STATUS       |              | INDIGENOUS |               | AGE       |
|--|--------------|---------------|--------------|--------------|------------|---------------|-----------|
|  | Domestic     | International | Full-Time    | Part-Time    | % Of Total | % Within Area | Median    |
| Arts, Humanities, & Social Sciences    | 77%          | 23%           | 66%          | 34%          | 11%        | 4%            | 20        |
| Business & Economics                   | 72%          | 28%           | 70%          | 30%          | 13%        | 3%            | 24        |
| Health Sciences                        | 98%          | 2%            | 87%          | 13%          | 8%         | 6%            | 22        |
| Human Services                         | 95%          | 5%            | 70%          | 30%          | 6%         | 9%            | 26        |
| Indigenous Education                   | 100%         | 0%            | 50%          | 50%          | 14%        | 84%           | 25        |
| Sciences                               | 76%          | 24%           | 80%          | 20%          | 1%         | 3%            | 21        |
| Sport and Exercise                     | 91%          | 9%            | 90%          | 10%          | 4%         | 5%            | 22        |
| Technologies & Engineering             | 87%          | 13%           | 90%          | 10%          | 4%         | 3%            | 24        |
| Trades Apprenticeships                 | 100%         | 0%            | 100%         | 0%           | 7%         | 8%            | 27        |
| Trades Foundation                      | 99%          | 1%            | 100%         | 0%           | 2%         | 7%            | 25        |
| Undeclared (University Transfer, etc.) | 91%          | 9%            | 59%          | 41%          | 12%        | 5%            | 21        |
| Upgrading & Preparatory (Access)       | 89%          | 11%           | 12%          | 88%          | 18%        | 8%            | 24        |
| <b>TOTALS</b>                          | <b>84.8%</b> | <b>15.2%</b>  | <b>66.4%</b> | <b>33.6%</b> | -          | -             | <b>23</b> |

## PROGRAM ENROLMENTS

| ACADEMIC CATEGORY                      | DOMESTIC     |              |              | INTERNATIONAL |              |               | ALL STUDENTS  |              |              |
|--|--------------|--------------|--------------|---------------|--------------|---------------|---------------|--------------|--------------|
|  | 2019F        | 2020F        | % CHANGE     | 2019F         | 2020F        | % CHANGE      | 2019F         | 2020F        | % CHANGE     |
| Arts, Humanities, & Social Sciences    | 1,232        | 1,150        | -6.7%        | 343           | 334          | -2.6%         | 1,575         | 1,484        | -5.8%        |
| Business & Economics                   | 1,498        | 1,550        | 3.5%         | 660           | 601          | -8.9%         | 2,158         | 2,151        | -0.3%        |
| Health Sciences                        | 768          | 768          | 0.0%         | 24            | 22           | -8.3%         | 792           | 790          | -0.3%        |
| Human Services                         | 251          | 311          | 23.9%        | 15            | 18           | 20.0%         | 266           | 329          | 23.7%        |
| Indigenous Education                   | 70           | 88           | 25.7%        | 0             | 0            | -             | 70            | 88           | 25.7%        |
| Sciences                               | 175          | 150          | -14.3%       | 56            | 48           | -14.3%        | 231           | 198          | -14.3%       |
| Sport and Exercise                     | 404          | 439          | 8.7%         | 32            | 42           | 31.3%         | 436           | 481          | 10.3%        |
| Technologies & Engineering             | 618          | 584          | -5.5%        | 96            | 89           | -7.3%         | 714           | 673          | -5.7%        |
| Trades Apprenticeships                 | 591          | 449          | -24.0%       | 0             | 0            | -             | 591           | 449          | -24.0%       |
| Trades Foundation                      | 250          | 148          | -40.8%       | 1             | 1            | 0.0%          | 251           | 149          | -40.6%       |
| Undeclared (University Transfer, etc.) | 1,223        | 1,135        | -7.2%        | 205           | 112          | -45.4%        | 1,428         | 1,247        | -12.7%       |
| Upgrading & Preparatory (Access)       | 1,250        | 1,119        | -10.5%       | 298           | 137          | -54.0%        | 1,548         | 1,256        | -18.9%       |
| <b>PROGRAM HEADCOUNT TOTALS</b>        | <b>8,330</b> | <b>7,891</b> | <b>-5.3%</b> | <b>1,730</b>  | <b>1,404</b> | <b>-18.8%</b> | <b>10,060</b> | <b>9,295</b> | <b>-7.6%</b> |

## COURSE ENROLMENTS

| ACADEMIC CATEGORY                                | DOMESTIC      |               |              | INTERNATIONAL |              |               | ALL STUDENTS  |               |              |
|--|---------------|---------------|--------------|---------------|--------------|---------------|---------------|---------------|--------------|
|  | 2019F         | 2020F         | % CHANGE     | 2019F         | 2020F        | % CHANGE      | 2019F         | 2020F         | % CHANGE     |
| Arts, Humanities, & Social Sciences              | 6,581         | 6,151         | -6.5%        | 1,536         | 1,306        | -15.0%        | 8,117         | 7,457         | -8.1%        |
| Business & Economics                             | 4,936         | 5,059         | 2.5%         | 3,011         | 2,550        | -15.3%        | 7,947         | 7,609         | -4.3%        |
| Health Sciences                                  | 3,725         | 3,635         | -2.4%        | 178           | 118          | -33.7%        | 3,903         | 3,753         | -3.8%        |
| Human Services                                   | 731           | 690           | -5.6%        | 61            | 47           | -23.0%        | 792           | 737           | -6.9%        |
| Indigenous Education                             | 269           | 357           | 32.7%        | 33            | 37           | 12.1%         | 302           | 394           | 30.5%        |
| Sciences   | 3,652         | 3,463         | -5.2%        | 711           | 597          | -16.0%        | 4,363         | 4,060         | -6.9%        |
| Sport and Exercise                               | 1,272         | 1,290         | 1.4%         | 74            | 80           | 8.1%          | 1,346         | 1,370         | 1.8%         |
| Technologies & Engineering                       | 2,501         | 2,225         | -11.0%       | 453           | 393          | -13.2%        | 2,954         | 2,618         | -11.4%       |
| Trades Apprenticeships                           | 607           | 460           | -24.2%       | 0             | 0            | -             | 607           | 460           | -24.2%       |
| Trades Foundation                                | 589           | 347           | -41.1%       | 8             | 2            | -75.0%        | 597           | 349           | -41.5%       |
| Upgrading & Preparatory                          | 803           | 475           | -40.8%       | 530           | 170          | -67.9%        | 1,333         | 645           | -51.6%       |
| Experiential (Co-op and Internships)             | 51            | 47            | -7.8%        | 10            | 5            | -50.0%        | 61            | 52            | -14.8%       |
| Other (courses related to learning skills, etc.) | 332           | 299           | -9.9%        | 82            | 94           | 14.6%         | 414           | 393           | -5.1%        |
| <b>COURSE REGISTRATIONS TOTALS</b>               | <b>26,049</b> | <b>24,498</b> | <b>-6.0%</b> | <b>6,687</b>  | <b>5,399</b> | <b>-19.3%</b> | <b>32,736</b> | <b>29,897</b> | <b>-8.7%</b> |

## FULL-TIME EQUIVALENT (FTE)

Unlike Headcount, FTE numbers represents the amount of activity a student would take in an academic year. For example, a student taking a 100% full-time course load in one year would be 1.0 Student FTE. A student taking a 50% course load in one year would be counted as 0.5 Student FTE. Headcount is a reflection of the number of learners served by the Camosun College community, while FTE represents the amount of activity attempted by those learners.

|                    | FY 2018/19 | FY 2019/20 | % Change |
|--------------------|------------|------------|----------|
| Total Student FTEs | 10,272.4   | 10,090.4   | -1.8%    |

### PEER COMPARISON – DOMESTIC FTE

| Institution                 | 2015/16 | 2016/17 | 2017/18 | 2018/19 | 2019/20      | Change       |
|-----------------------------|---------|---------|---------|---------|--------------|--------------|
| Camosun College             | 8,425.5 | 8,574.0 | 8,423.1 | 8,553.6 | 8,384.1      | -0.5%        |
| Coast Mountain College      | 1,268.0 | 1,348.0 | 1,162.0 | 1,059.3 | 885.9        | -30.1%       |
| College of New Caledonia    | 3,103.3 | 2,963.1 | 2,806.0 | 2,601.3 | 2,595.3      | -16.4%       |
| College of the Rockies      | 2,106.2 | 1,996.9 | 2,038.0 | 2,022.0 | 1,980.0      | -6.0%        |
| Douglas College             | 8,183.6 | 8,090.0 | 8,113.0 | 8,054.0 | 8,205.0      | 0.3%         |
| Langara College             | 6,854.6 | 6,670.6 | 6,497.0 | 6,542.6 | 6,671.3      | -2.7%        |
| North Island College        | 2,269.7 | 2,215.8 | 2,187.0 | 2,233.9 | 2,114.4      | -6.8%        |
| Northern Lights College     | 1,327.6 | 1,177.8 | 1,147.0 | 1,084.4 | 1,132.8      | -14.7%       |
| Okanagan College            | 7,393.4 | 7,602.6 | 7,785.0 | 7,996.1 | 7,625.6      | 3.1%         |
| Selkirk College             | 2,462.9 | 2,401.9 | 2,112.0 | 1,898.0 | 1,913.2      | -22.3%       |
| Vancouver Community College | 5,732.9 | 5,524.4 | 5,341.0 | 5,415.7 | 5,333.5      | -7.0%        |
|                             |         |         |         |         | <b>Total</b> | <b>-4.7%</b> |

### PEER COMPARISON – TOTAL FTE

| Institution                 | 2015/16  | 2016/17  | 2017/18  | 2018/19  | 2019/20      | Change       |
|-----------------------------|----------|----------|----------|----------|--------------|--------------|
| Camosun College             | 9,733.1  | 10,108.2 | 10,085.7 | 10,272.4 | 10,090.4     | 3.7%         |
| Coast Mountain College      | 1,277.8  | 1,362.9  | 1,231.7  | 1,302.6  | 1,212.9      | -5.1%        |
| College of New Caledonia    | 3,467.2  | 3,443.4  | 3,575.7  | 3,824.3  | 4,101.6      | 18.3%        |
| College of the Rockies      | 2,344.9  | 2,255.2  | 2,390.2  | 2,405.4  | 2,362.6      | 0.8%         |
| Douglas College             | 10,104.7 | 10,263.9 | 10,940.3 | 11,485.5 | 11,880.5     | 17.6%        |
| Langara College             | 9,187.4  | 10,132.0 | 10,858.8 | 11,164.9 | 11,399.0     | 24.1%        |
| North Island College        | 2,539.8  | 2,496.7  | 2,560.3  | 2,739.5  | 2,594.9      | 2.2%         |
| Northern Lights College     | 1,700.6  | 1,643.6  | 1,600.8  | 1,594.4  | 1,650.8      | -2.9%        |
| Okanagan College            | 7,932.1  | 8,404.6  | 8,724.9  | 9,229.9  | 9,081.9      | 14.5%        |
| Selkirk College             | 2,920.5  | 2,977.5  | 2,781.5  | 2,678.9  | 2,717.8      | -6.9%        |
| Vancouver Community College | 6,240.0  | 6,159.8  | 6,149.2  | 6,583.7  | 6,814.8      | 9.2%         |
|                             |          |          |          |          | <b>Total</b> | <b>11.2%</b> |

# Student Experience



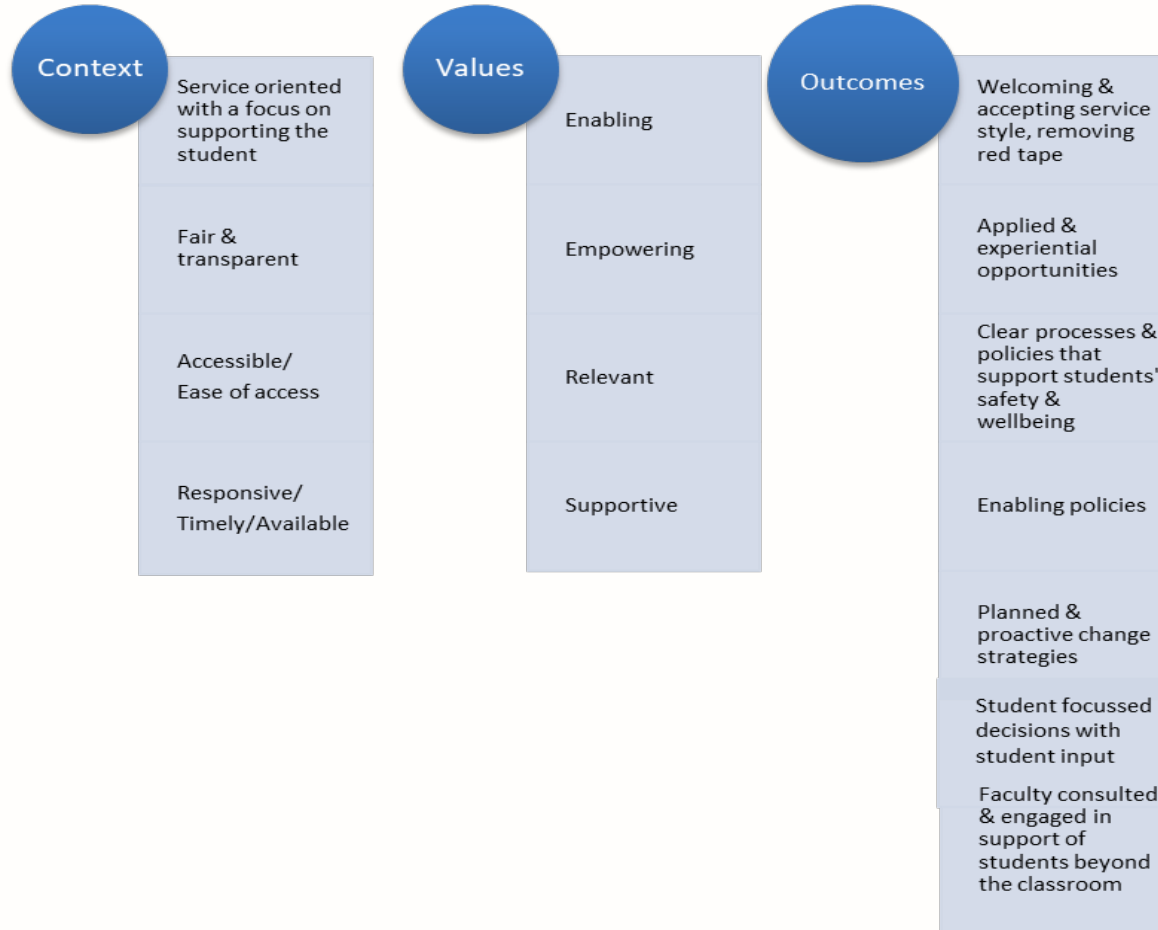
*Levelling Up for Student Success*





# Foundation

# Transformation





# Foundation

# Transformation

- Establish Student Affairs Division
  - Office of Student Support/Safety Net
  - Sexualized Violence and Misconduct Policy & Student Conduct Policy
  - Counselling Review
  - Reorganization of Athletics and Recreation
- Restructuring of Cooperative Education and Career Services
  - Career Lab
  - Applied Learning Framework
- Revitalization of Registrar's Office
  - Revamp Colleague system
  - Extensive policy work
  - Acalog/Curriculog
- Universal design
- Indigenization & Interculturalization
- Sitka, Kaltura
- Re-organization of Centre for Accessible Learning to Student Affairs
- Annual Student Experience Survey
- Former Youth in Care
- Student Services Fee



## Winter 2020.....

- Integrative Service Model
  - Separate and distinct student experience
  - More flexibility & accessibility required
  - Dated processes
    - Paper based files
    - F2F service
    - Limited telephone service
    - Limited student self service
    - Long wait times for appointments



- Leverage Technology
- Create Synergies
- Embrace Opportunity

A graphic featuring a large, thick purple arrow pointing upwards and to the right. Below the arrow is a bar chart with seven bars of increasing height, colored in a rainbow spectrum from red to blue. Below the bar chart, the words 'LEVEL UP' are written in a large, bold, purple, sans-serif font.

**LEVEL UP**

# Level Up

## Leverage Technologies

- Appointment booking software
- Video conferencing software
- Laptop and softphone technologies across the portfolio
- Case-management software
- Conference/event software
- Digital submissions for student cards

## Create Synergies

- Ask-Away – Library chat tool in ITS, Campus Life, Registrar's Office
- Library booking tool in Fitness Centres

## Embrace Opportunity

- Student Experience 2025
- Volume/capacity building
- Re-engineer processes

# Level Up

## Fall 2020

- Launched a Call Centre within Registrar's Office
- Introduced Rapid Access Counselling model (48 hrs access)
- Centre for Accessible learning intake process improvements
- Launched flexible service model (Hyperflex model)
  - Student access to email, phone/softphone and Teams Video meetings
  - Self service options (appointment bookings, online resources)
- Digital submission for student cards, UPASS distribution
- Virtual Career Fair
- Virtual Co-op Classes
- Technology Loans
- Virtual Orientation and CamFest
- Over 1500 online courses supported through CETL
  - New assessment strategies
  - Articulation of quality/standards for online delivery
  - Full integration of ed tech tools

# Level Up

## Ongoing Initiatives

- Colleague Renewal
- Implementation of Student Conduct and Accommodations policies
- QAPA – Program Review – Education Approvals Process
- Applied Learning - CamStar

# Level Up

## One Example: Registrar's Office

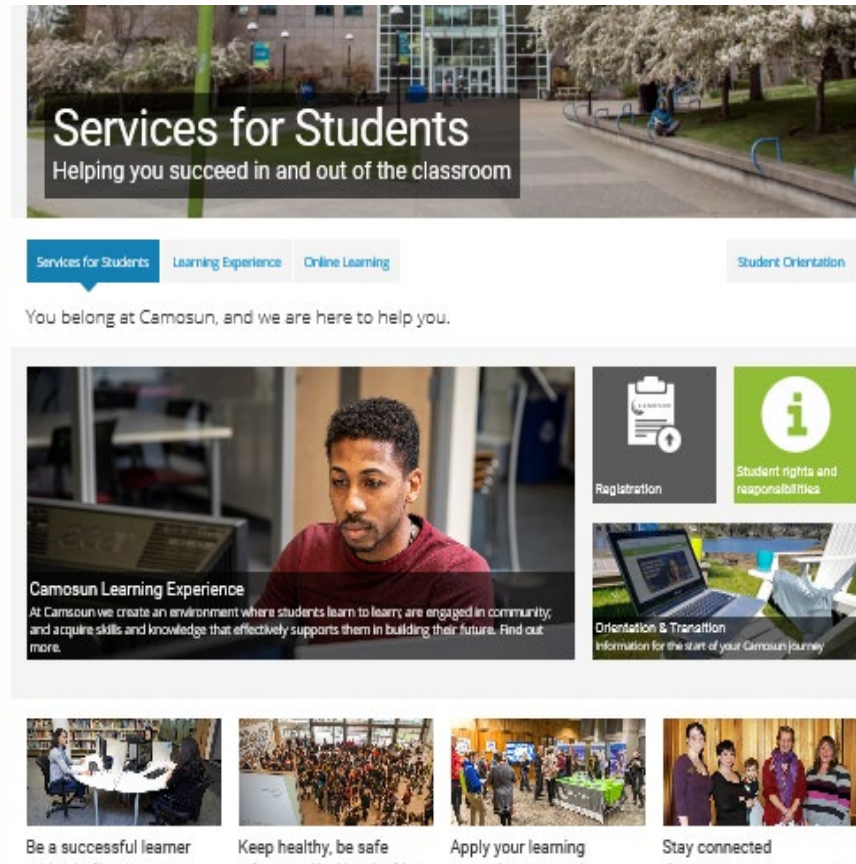
- 8000+ voicemails returned
- 66000+ emails
- 700+ virtual appointments
- 6000 admission applications assessed
- \$265K+ emergency funding to 1100+ students
- 3175 credentials evaluated, awarded and mailed
- 4500+ transcripts and verifications issued
- 1700 course sections modified to support Fall



# Camosun Services for Students

Camosun offers a variety of services to assist students in their personal, social, academic success.

The Services for Students website - [camosun.ca/students](http://camosun.ca/students) - is the student portal for supports and services available to all Camosun students.



The screenshot shows the homepage of the Camosun Services for Students website. At the top, there is a banner image of a campus with the text "Services for Students" and "Helping you succeed in and out of the classroom". Below the banner are navigation tabs for "Services for Students", "Learning Experience", "Online Learning", and "Student Orientation". A message reads "You belong at Camosun, and we are here to help you." Below this are several service tiles: "Camosun Learning Experience" (with a photo of a student), "Registration" (with a clipboard icon), "Student rights and responsibilities" (with an information icon), and "Orientation & Transition" (with a laptop icon). At the bottom, there are four smaller tiles: "Be a successful learner" (with a photo of a student at a desk), "Keep healthy, be safe" (with a photo of a large group of people), "Apply your learning" (with a photo of a student at a table), and "Stay connected" (with a photo of a group of people).