



BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, November 4, 2019
TIME: 5:00 pm
LOCATION: Paul Building, Room 216, Lansdowne Campus

BOARD MEMBERS:

Laylee Rohani, Chair
Bijan Ahmadi
Sherri Bell, President
Monty Bryant
Cindy Choi
Tanya Clarmont
Joanne Cumberland
Brenda McBain
Margie Parikh
Emily Rogers
Rob Smythe
Al van Akker
Lindsay JD van Gerven

ADMINISTRATION:

John Boraas, VP Education
Heather Cummings, VP Student Experience
Deborah Huelscher, CFO & Interim VP Administration
Rodney Porter, Exec. Director, Communications & Marketing

GUEST: Evan Hilchey, Director, Student Affairs

REGRETS:

Barbara Severyn, Exec. Director, Human Resources
Mike Stubbing
Phil Venoit
Geoff Wilmshurst, VP Partnerships

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 at the June Joint Board/Foundation meeting, the Foundation Board challenged our Board to a competition to donate to the 'Together for Health Campaign'. Congratulations, we won! Sherri Bell and Laylee met several times for planning. The Ministry invited Tanya Clarmont to the first Indigenous Post-Secondary Board Member Gathering on September 20 in Vancouver. Tanya Clarmont added it was the first time for the event. It came about from recommendations by previous Indigenous board members. Tanya is very proud of Camosun's good work, and was glad to hear that others are aware of it.

Monty Bryant, Sherri and Laylee went to the Indigenous Students Annual Welcome Feast in September. Laylee's husband and children joined in. It was great evening, and Laylee encouraged members to go if they can next year. Orange Shirt day took place on September 30 at Na'Tsa'Maht, as well as at the Interurban Campus. We viewed a film by Dr. Kathleen Absolon-King, which told the story of her mother's resilience, resistance, and strength in a residential school. Both the filmmaker and her mother were at the screening. It was very powerful.

Minister Melanie Marks was at the Alex & Jo Campbell Centre for Health and Wellness to announce the Government's \$1.4M investment in our new Sonography program on October 17. Monty Bryant, Sherri, and Laylee attended the School of Access Student awards on October 18. It was very emotional, truly inspiring, and heart-warming to hear how the students' have overcome so much to get where they are. It was great to meet the students and learn more about new technology, Indigenous pedagogy and applied learning at the 'Focus on Education – Technology' event on October 22. Laylee thanked the administration, faculty, and students for putting together the event.

Sherri and Laylee met with our new board member Michael Stubbing on October 24 to give him an update on the projects underway at Camosun. Mike will replace Cindy Choi as the Chair of the Finance Committee in January.

Monty Bryant attended and took part on a panel at the BC Colleges Foundation Governance Workshop in Vancouver in October. His panel topic was 'Recruiting and Orienting Foundation Board Members'. The focus was to help new Foundation boards that are struggling. They discussed recruitment, orientation, retention, disengagement, and managing departing relationships.

2. President's Report

Sherri Bell, President, and John Boraas, VP Education, met with the Ministry and three institutions regarding WestShore to ensure they are all on same path. Royal Roads is the lead, and they will produce a business case for the Government. Once Camosun receives the draft business case, we will have an opportunity to edit and add information prior to its submission. Sherri will once again Chair the BC Council for International Education (BCCIE). In November, she will become the Chair of BC Colleges for a two-year term. She met with the Probus Group, the Mayor of Oak Bay, and attended two chamber events, and the South Island prosperity project. The Indigenous Welcome dinner was a wonderful family event. Our New Zealand partners attended the welcome dinner. The annual Pit Cook was last week. Tomorrow Laylee Rohani, Tanya Clarmont and Sherri will attend the 50th anniversary celebration of The Victoria Native Friendship Centre at Government house.

3. Foundation

Monty Bryant, Foundation Liaison, is proud that Camosun is leading on connectivity between the Board of Governors and the Foundation Board. They meet a couple of times a year.

4. Education Council

Bijan Ahmadi, Education Council Chair, noted the minutes from the September 18, 2019, meeting were included in the agenda package. At the October 16 meeting, they had a presentation from Peter Moroney, Director, Education Policy and Planning, which resulted in an endorsement of the Program Quality Assurance policy.

5. Pacific Institute for Sport Excellence (PISE)

Sherri Bell, PISE board member, noted they looked at their risk registry and financial statements. Each year PISE is becoming stronger financially. Two long-term board members, Colin Ewart and Angus Izard, are leaving.

IV BOARD COMMITTEE REPORTS

1. Audit Committee

- i) The minutes from the June 3, 2019 meeting were included in the agenda package.
- ii) Cindy Choi, Chair, Audit Committee, gave a report on the November 4, 2019 Audit Committee meeting. Liette Bates-Eamer, KPMG, presented audit plan for the year. The board will receive the results next May. Ted Pennell, CIO, provided a review on the Enterprise Risk report on cyber-security from 2018. Ted is working with other post-secondary CIOs to fast track the work, and align it with the sector. At a future Audit meeting, Ted will bring a written report on the progress on the KPMG audit including a progress update for each recommendation. The special topic for next year is Human Resources/ Payroll processes and controls related to the update of the Colleague system. The audit will be done by KPMG, and the report will go to the Audit Committee in May, 2020. KPMG is in year 5 of a 5-year appointment. Emily Rogers will be the Audit Chair effective January 1, 2020.

2. Executive Committee

Laylee Rohani, Chair, Executive Committee, noted we received an update on the Film Studio and WestShore projects at the October 28 meeting. We discussed the revisions to the Policy Framework, and the new Program Quality Assurance policy, and made a recommendation to the board. They are coming up next on the agenda.

i) Policy Approvals

a. Policy Framework

John Boraas, VP Education, advised Education Council supports the revised Policy Framework. The Framework clarifies with a visual flowchart the levels of Board and Education Council approved policy down to directives, procedures and practices, which must be in alignment with the policies.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO THE COLLEGE'S POLICY FRAMEWORK.

CARRIED

b. Program Quality Assurance Policy

John Boraas noted this is about the process for review and renewal of programming. A great structure is in place, but we want a model with a mandatory 5 to 7 year cycle for review, and a built in a structure to bring in the external voice for assessment.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE NEW PROGRAM QUALITY ASSURANCE POLICY.

CARRIED

ii) Student Appeal of Suspension

a. Overview

Laylee Rohani, Chair, reviewed the process. Today we will gather information, and no decisions will be made. We will hear from Evan Hilchey about supports for students prior to suspension. The letter from CCSS and their legal opinion are in the package. We will record questions for CCSS. The college's legal opinion is in-camera to maintain solicitor client privilege.

b. Student Supports Prior to Suspension

Even Hilchey, Director, Student Affairs, noted there are a variety of supports to students and to the faculty and staff who support the students. The supports include the Office of Student Support; Student Support Managers and the Counseling Centre, Ombudsman, Campus Security, CCSS, and Eyē? Sqâ'lewen. When students are struggling early intervention is the key to success. The students are connected with the type of help they need at the time that they need it. There is always someone available to them.

c. CCSS Response

In the first paragraph, third sentence of the letter, Michel Turcotte refers to something that took place in the spring of 2011. Michel will be asked to clarify.

3. Finance Committee

- i) The minutes from the September 3, 2019, Finance Committee meeting were included in the agenda package.
- ii) Cindy Choi, Chair, Finance Committee, gave a report on the October 28, 2019, meeting. We welcomed new Finance Committee members Al van Akker and Margie Parikh. The newest appointed member is Mike Stubbing, who is the incoming Chair. Cindy and Deborah Huelscher have a transition meeting planned for Mike on November 13. There is always a budgeted deficit at the six-month point because we incur expenses before the revenue comes in. Overall, we are reporting a deficit of \$6.3M against a budgeted deficit of \$5.9M resulting in a negative variance of \$.4M at September 30. These are timing deficits that will be worked out by the end of the year. Deborah Huelscher, CFO & Interim VP Administration, provided a summary level update on the financial results for the second quarter of the fiscal year. Fall enrolment numbers for international students are on target at 1,646 students. Our updated second quarter forecast for the year shows a balanced budget at March 31, 2020. Deborah gave an overview of the process and timeline of the budget process for 2020/2021. The budget will go to board in April for approval.

V APPROVAL OF THE MINUTES

The minutes of the September 16, 2019 meeting were approved as distributed.

VI NEW BUSINESS

1. Institutional Accountability Plan and Report

Rodney Porter, Executive Director, Communications and Marketing, noted it is an annual report required by the Ministry. The 2019 Fast Facts brochure were distributed. Rodney will include the source of the Top 50 Research Colleges in the next version.

2. Bargaining Update

The update was included in the agenda package.

VII ADJOURNMENT

The meeting was adjourned at 6:19 pm.

Laylee Rohani, Chair

Date

Heather Martin, Recorder