



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

September 21, 2020
Date

Heather Martin, Recorder