



CAMOSUN
COLLEGE
50 YEARS
1971-2021

BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: Monday, November 8, 2021
TIME: 5:00 pm
LOCATION: Paul 216, Lansdowne Campus
ONLINE: Teams

BOARD MEMBERS:

Monty Bryant, Chair
Bijan Ahmadi
Sherri Bell, President
Tanya Clarmont, Vice Chair
Joanne Cumberland
Amanda Garner
Puneet Kaur
Lindsay Kearns
Richard Margetts
Brenda McBain
Brent Palmer (on leave)
Ruth Mojeed Ramirez
Mike Stubbing
Al van Akker

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

Monty Bryant, 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

Monty Bryant, Chair, noted all the regular board meetings are open to the public. Guests and the College Executive are asked to join by Teams. Masks are required to be worn in public spaces. With only Board members in the room, masks can be removed while seated. Today we are welcoming two guests on Teams: April Atkins, SIP, and Michel Turcotte, CCSS. Guests are asked to keep your microphone and video turned off, and refrain from writing in the chat. If you have

a question or comment please email it to Monty via Heather Martin after the meeting, and I will respond.

Sherri and Monty met several times for planning. Thank you to everyone involved in the 'Focus on Education - Responsiveness to Community' event on October 12. It was an amazing event. It is very exciting for the Board members to see first-hand what the college is doing. The Board was very happy to meet the students, instructors, and administration. Highlights included an instructor who set up a pipe trades van to take to high schools to raise interest in the pipe trades, and an initiative that trained nine refugees from a camp in Kenya to work in Hospitality Management. It was very powerful, and a good example of how Camosun serves the community.

The Board hosted a 50th Anniversary dinner for our past Chairs and Presidents. It was wonderful to celebrate our 50th with those from the past who helped build Camosun into what it is today. The fabulous dinner was provided by the students in our Culinary Arts program, and the music was provided by the Victoria Conservatory of Music. Ruth Mojeed Ramirez moderated a session called 'In Partnership for an Inclusive Future' at an Excellence Canada summit in November.

2. President's Report

Sherri Bell, President, noted the 'Focus on Education' on October 12 was a great way to share what Camosun does to create pathways for students. The Board sat down with the nine refugees from Kenya who were getting training in Hospitality Management. Last month the Intercultural Association spoke to the Senior Leadership Council (SLC) about racism. SLC is meeting this week to look at structural barriers at Camosun. At the next SLC meeting, the refugees will talk about their experience at Camosun. On Orange Shirt Day on September 30, Camosun held a different presentation on each campus. The focus was on hearts (caring) and hands (action). Local artist Carey Newman designed the pins which depict the hearts and hands. Camosun had 39 actions in response to Truth and Reconciliation, and from 2015 to 2021 we completed them all. We have now formed a steering committee to see what further action to take.

Sherri began work on the transition for incoming President Lane Trotter. In November they met for an update on the large projects at Camosun. They will work on a transition document together in December. Thank you to all who had anything to do with 50th Anniversary Dinner for the past Chairs and Presidents. On Friday the Camosun Chargers played their first game, as they did not have a season last year due to COVID-19.

3. Foundation

Brent Palmer is on a leave of absence until the end of December. Geoff Wilmshurst, VP Partnerships, noted there is a meeting in December. November 30 is 'Giving Tuesday'. It is one of our biggest fundraising days. We have embarked on an alumni project. We have funding to go back to 1971 and digitize the records of our alumni. It will help us reconnect with them.

4. Education Council

Bijan Ahmadi, Education Council Chair, noted the minutes from the June 23 and September 15, 2021, meetings were included in the agenda package. Bijan went over the highlights of the October 20, 2021, meeting, which included a recommendation for the cancellation of a program. It will come to the next Board meeting.

5. Pacific Institute for Sport Excellence (PISE)

Puneet Kaur, PISE Board of Directors member, noted they met on September 29, 2021.

IV BOARD COMMITTEE REPORTS

1. Audit Committee

- i) The minutes from the June 7, 2021, meeting were included in the agenda package.
- ii) Tanya Clarmont, Chair, Audit Committee, gave a report on the October 25, 2021, meeting. The Committee reviewed the audit plan for the upcoming year with KPMG. They will receive a report back once the work is complete next spring. They reviewed the annual work plan for the Audit Committee, and agreed to revert to the schedule where the risk register goes to the Board in the fall instead of spring. Sharing the risk register in the fall fits in better with the College's delivery and planning cycle. Any urgent issues will be brought to the Board in a timely manner. Deborah Huelscher, VP Administration and CFO, gave an update on the status of the Board's Enterprise Risk Management audit of Human Resources Payroll Processes & Controls - Colleague. It will be complete by December 2023.

2. Executive Committee

Monty Bryant, Chair, Executive Committee, noted the Executive met in person on October 4 and November 1. The Governance Policy Review committee membership is now complete with the Chair, the President, Brenda McBain and Joanne Cumberland. The first meeting will be on November 30. They will review the seven governance policies. We reviewed the results from the ThoughtExchange questions, which were 'What the Board wants to achieve' and 'What the Board wants to learn about'. There is a report later on the agenda. Deborah Huelscher and Mike Stubbing provided an update on the budget.

3. Finance Committee

- i) The minutes from the September 7, 2021, meeting were included in the agenda package.
- ii) Mike Stubbing, Chair, Finance Committee, gave a report on the November 1, 2021, Finance Committee meeting. The primary order of business was to review the results from the first six months of fiscal year, April 1 to September 30. Deborah Huelscher provided an update on the budget process. In the first six months we did well in all functional areas except International Education. The budget for the year had a projected deficit of \$4.2M. It is now predicted to be \$6.2M. We communicated the new number to the Ministry, so they are aware. For base operations we budgeted a deficit of \$19.5M, and are now forecasting \$18.5M, which is \$1M ahead. In International Education, we budgeted a surplus of \$17.8M, but now forecast a surplus of \$14M, which is a drop of \$3.8M. We could not get the students into the country due to COVID-19, but hope for some improvement in January. Every other area is flat or ahead of budget.

V APPROVAL OF THE MINUTES

The minutes of the September 22, 2021, regular and inaugural meetings were approved as distributed.

VI NEW BUSINESS

1. ThoughtExchange Results & Finance Workshop

A ThoughtExchange survey with two questions: 'What the Board wants to achieve', and 'What the Board wants to learn', was held at the Board Orientation on September 9, 2021. Sherri Bell responded to the results, below.

What the Board wants to achieve

New Strategic Plan

- The current Strategic Plan is coming to a close in 2021. Jen Stone, Director, Strategic Initiatives, will work with Lane Trotter on a new Strategic Plan in 2022.

Student housing announcement

- Deborah Huelscher is working with the Ministry. There may be an announcement in the fall next year.

Continue focus on reconciliation

- Work is continuing.

Continue focus on equity, diversity and inclusion

- The focus of the Executive continues to be on racism, and it will come out strongly in the new Strategic Plan. The Board of Governors will have a role.

Reduce deficit and understand finances

- Mike Stubbing will discuss it further next.

What the Board wants to learn about

Learn about the Strategic Plan process

- Lane Trotter and Jen Stone will present the process to the Board.

How programs respond to the local community

- The 'Focus on Education' sessions all demonstrated our connection and partnership with community with SIP, the trades trailer, and more.

Revenue generation opportunities and how fiscal decisions are made

- Mike Stubbing will discuss it further next.

Aspects of Camosun: Camosun Innovates, PISE, trades

- Richard Gale, Camosun Innovates will bring an update on their projects to the December Board meeting. Other topics will come to future Board meetings.

Climate strategy/sustainability

- This topic will likely become part of the next Strategic Plan.

Tuition

- Heather Cummings is looking at a presentation on tuition, a comparison of colleges and universities in the local area.

Board – good leader, student engagement

Mike Stubbing, Chair, Finance Committee, noted he and Deborah Huelscher will put together an in-person, interactive training session on finances for the Board in the new year ahead of the budget process. Revenue generation and expense decisions are part of the budget process, so they will demonstrate how Camosun does it and how decisions are made before it comes to the Board level. The Board involvement is, and should be, at the strategic plan level. The finance

training will be in advance of the budget. Any feedback or requests for focus areas should be sent to Mike.

2. Film Studio Update

Geoff Wilmshurst, VP Partnerships, provided an overview of the 'Camosun Centre for Film Production and Digital Media'. The centre will be the first facility of its kind on Vancouver Island. Students can be trained to work in all ancillary areas of film production such as camera and lighting, hair and make-up and costume design.

- Education: digital editing facilities; green screen environments; classrooms; workshops for wardrobe, carpentry and props.
- Film Studio: three sound stages; production offices; support buildings for wardrobe, set dec storage, special effects and props, mill/paint shop; associated 'circus' parking; secured site for security and privacy.
- Design Drivers: campus with clear approach and entry / exit points; maximize stage complement and associated support spaces; education program growth at Camosun.

The site will be south of the PISE track field, on the South East corner of the campus. The road access will connect with Allen Road and an intersection will be put in. They will operate 7am to 7pm, so it will not impact rush hour traffic. There will be a community briefing in mid-January to talk to neighbours. A presentation to Saanich City Council will take place shortly after that.

VII ADJOURNMENT

The meeting was adjourned at 6:20 pm.

Monty Bryant, Chair

Date

Heather Martin, Executive Assistant