



## BOARD OF GOVERNORS

### INAUGURAL MEETING MINUTES

MEETING TIME: Wednesday, September 2, 2021  
5:00 pm  
LOCATION: Paul 216, Lansdowne Campus  
ONLINE: Teams

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#### BOARD MEMBERS

Monty Bryant, Chair  
Bijan Ahmadi  
Sherri Bell, President  
Tanya Clarmon, Vice Chair  
Joanne Cumberland  
Amanda Garner  
Puneet Kaur  
Lindsay Kearns  
Richard Margetts  
Brenda McBain  
Ruth Mojeed Ramirez  
Mike Stubbing  
Al van Akker

#### ADMINISTRATION

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

#### REGRETS

Brent Palmer

#### EXECUTIVE ASSISTANT

Heather Martin

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#### 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 Amanda Garner, Puneet Kaur, Lindsay Kearns, and Ruth Mojeed Ramirez

#### III ADJOURNMENT

The meeting adjourned at 6:08 pm.

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Monty Bryant, Chair

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Date

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Heather Martin, Executive Assistant

## BOARD OF GOVERNORS

### REGULAR MEETING MINUTES

MEETING: Wednesday, September 22, 2021  
TIME: immediately following inaugural meeting  
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  
Ruth Mojeed Ramirez  
Mike Stubbing

Sherri and I met several times virtually and in person for planning. The new committee assignments are complete. Tanya Clarmont has accepted the role of Vice Chair of the Board, and Chair of the Audit Committee, and has joined the Executive Committee. Richard Margetts joined the Finance Committee. Brent Palmer is the Liaison to the Founders Board. Puneet Kerr is the Liaison to the PISE Board of Directors and Ruth Mojeed Ramirez will be the Liaison to the Education Council, with back-up from Brenda McCain.

The celebration of Camosun College's 50th Anniversary will be on September 16, 2021.

4. Education Council

Bijan Ahmadi, Education Council Chair, noted the minutes from the May 19, 2021, meeting were included in the agenda package. Bijan went over the highlights of the ,

ii) Governance Policy Review Committee

Monty Bryant, Chair, asked for approval of the Terms of Reference for the ad hoc Governance Policy Review Committee.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE TERMS OF REFERENCE FOR THE AD HOC GOVERNANCE POLICY REVIEW COMMITTEE.

CARRIED

3. Finance Committee

- i) The minutes from the April 6, 2021 meeting were included in the agenda package. The meeting dealt primarily with the budget for this fiscal year, which has budgeted revenue of \$142M, and budgeted expense of \$146M, leaving a budgeted deficit of \$4M.
- ii) Mike Stubbing, Chair, Finance Committee, gave a report on the September 7, 2021, Finance Committee meeting. Deborah Huelscher reported on the results of first quarter April 1 to June 30, which is always a slow quarter. In most years we run a deficit in the first quarter. This year we were in a surplus of \$2.6M. The budgeted deficit was \$1.8M. The surplus is largely due to grant money the Government gave us early. Budgeted revenue was \$37M, and we came in at \$39M. Budgeted expenses were \$37M, and we came in \$400K over, though we are still in surplus. After the second quarter we will know fall enrolment numbers, so will be able to project more accurately.

a) Financial Information Act Report

Mike Stubbing noted the Financial Information Act is a report required by government under the Budget Transparency and Accountability Act of BC. Amounts paid to employees and contractors are listed in excess of certain thresholds.

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE 2020/2021 FINANCIAL INFORMATION ACT REPORT AND AUTHORIZE ITS SUBMISSION TO THE MINISTER OF FINANCE AND THE MINISTER OF ADVANCED EDUCATION AND SKILLS TRAINING.

CARRIED

V APPROVAL OF THE MINUTES

The minutes of the June 14, 2021 meeting were approved as distributed.

VI NEW BUSINESS

1. Accountability Plan and Report a e e t i t e ( y ) 2 . 6 l ( ) ] T J s .

- Launched Erasing Barriers Fund and Emergency Pandemic Assistance for students in financial need, domestic and international.
- Held virtual Conversations Day online.
- Progress update on Truth and Reconciliation Commission Recommendations and Indigenization.
- Camosun Innovates made 9K medical grade face masks and devised containers to transport COVID-19 vaccines at a low temperature.
- Virtual information night for prospective students.
- Launched micro-credential in clean energy and efficient buildings.

2. FTE Enrolment for 2020-2021

Heather Cummings, VP Student Experience, noted the report covers the 2020-2021 academic year. The charts show highlights of the enrolment mix, program enrolments, course registrations, and peer comparison of FTE. Course registration was down. The biggest decline in enrolment was international students. Indigenous students are higher, at 7.3%, than the BC average. Camosun falls in the middle of the trends seen across the province. Deans closely monitor areas of growth and decline. As they see increases in some areas, they increase capacity. They decrease capacity where it is not needed. The College did fairly well last year in spite of the pandemic.

VII ADJOURNMENT

The meeting was adjourned at 6:18 pm.

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Monty Bryant, Chair

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Date

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Heather Martin, Executive Assistant