

BOARD OF GOVERNORS  
REGULAR MEETING AGENDA  
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|     |   |               |    |
|-----|---|---------------|----|
| IV  | BOARD COMMITTEE REPORTS   |               |    |
| 1.  | Audit Committee [5 min] (Rogers)  |               |    |
| i)  | Minutes of the May 26, 2020 Audit committee meeting                     | attachment    | 9  |
| ii) | Report from the June, 2020 Audit committee meeting                      |               |    |
| a)  | Audited Financial statements for the<br>Year Ending March 31, 2020 *    | attachment    | 11 |
| b)  | Appointment of the Auditor *  | attachment    | 35 |
| 2.  | Executive Committee [5 min] (Rohan)                                     |               |    |
| i)  | Sexual Violence and Misconduct Policy Revisor [5 min] (Cummings) *      | attachment    | 36 |
| ii) | Indigenization Policy [5 min] (Boraas) *                                | attachment    | 69 |
| 3.  | Finance Committee [10 min] (Stubbing)                                   |               |    |
| i)  | 2020/2021 Budget *  | attachment    | 75 |
| V   | APPROVAL OF THE MINUTES   |               |    |
| 1.  | Minutes of the May 19 2020 meeting [2 min] (Rohan)                      | attachment    | 76 |
| VI  | NEW BUSINESS  |               |    |
| 1.  | Election of the Chair Aug. 1, 2020 to Jul. 31, 2021 [5 min] (Huelscher) | no attachment |    |
| 2.  | Bargaining Update [for info] (Severyn)                                  | attachment    | 80 |
| VII | ADJOURNMENT   |               |    |
|     | * Requires a decision. See Page 3 for the proposed motions.             | attachment    | 3  |

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CORRESPONDENCE

BOARD OF GOVERNORS  
Regular Meeting

MOTIONS

Monday, June 8, 2020

IV BOARD COMMITTEE REPORTS

1. Audit Committee

- ii) a) Audited Financial statements for the Year Ending March 31, 2020

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2020 AS PRESENTED.

- ii) b) Appointment of the Auditor

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.

2. Executive Committee

1. SEXUAL VIOLENCE AND MISCONDUCT POLICY REVISION

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO THE 'SEXUAL VIOLENCE AND MISCONDUCT POLICY'.

2. INDIGENIZATION POLICY

MOTION

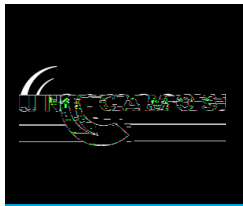
THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE INDIGENIZATION POLICY.

3. Finance Committee

1. 2020/2021 Budget

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.



# Education Council

Ensuring that our students are provided with quality educational experiences

## Approved Minutes

REGULAR MEETING

Wednesday, April 15, 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. Isaiah Jurkuch, Student
8. Jennifer LeVecque, Faculty
9. Janet Danks, Support Staff
10. John Boraas, Administration
11. Mark Fournier, Faculty
12. Robin Fast, Faculty
13. Ryan Russell, Faculty
14. Scott Harris, Administration
15. Richard Stride, Administration

#### Non-Voting Members

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

#### Regrets/Absent

- Joshua Cameron, Student
- Paige Martin, Student
- Vivian Fayowski, Faculty

#### Guests

- Christiaan Bernard, Director, Camosun International
- Cynthia Smith, Dean, Health & Human Services
- Eric Sehn, Dean, Trades & Technology
- Geoff Wilmshurst, Vice President Partnerships
- Ian Humphries, Dean, Access

ITEM

PRESENTER





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ITEM

PRESENTER

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ITEM

PRESENTER

Student Petition: Pass/Fail Option for Winter 2020 Semester

See [Issue Paper: Stu](#)



**BOARD OF GOVERNORS**  
**AUDIT COMMITTEE MINUTES**

MEETING      Tuesday, May 26, 2020  
TIME:            4:00 pm  
ONLINE         Teams

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**BOARD MEMBERS**

Emily Rogers, Chair  
Monty Bryant  
Laylee Rohani

**RESOURCES**

Sherry Bell, President (ex officio)  
Deborah Huelscher, VP Administration & CFO

GUEST: Ted Pennell, CIO

REGRETS: Nil

EXECUTIVE ASSISTANT: Heather Martin

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**I      CALL TO ORDER**

The meeting was called to order at 4:03pm.

**II     APPROVAL OF AGENDA**

The agenda was approved as presented.

**III    APPROVAL OF THE MINUTES**

1. ~~Approval of the minutes of the meeting held on May 19, 2020.~~

3. Special Topic for Further Audit

Deborah Huelscher, VP Administration and CFO, requested for the 2020/2021 project  
The suggested topic is Camosun's response to the COVID-19 crisis. Once all the work is in place,  
an external auditor will review the process.

V 2018/2019 CYBERSECURITY AUDIT PRESENTATION

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Financial Statements of

**CAMOSUN COLLEGE**

And Independent Auditors' Report thereon

Year ended March 31, 2020

MANAGEMENT'S RESPONSIBILITY FOR THE FINANCIAL STATEMENTS





- x Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- x Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions

# CAMOSUN COLLEGE

## Statement of Financial Position

Year ended March 31, 2020, with comparative information for 2019

|  | 2020                 | 2019                 |
|--|----------------------|----------------------|
| <b>Financial assets</b>                                |                      |                      |
| Cash and cash equivalents (note 3)                     | \$ 24,281,284        | \$ 49,161,824        |
| Accounts receivable (note 4)                           |                      |                      |
| Due from Government and other government organizations | 2,756,049            | 5,357,788            |
| Other  | 3,371,684            | 4,626,435            |
| Inventories for resale (note 5)                        | 1,127,182            | 1,194,451            |
|  | <u>31,536,199</u>    | <u>60,340,498</u>    |
| <b>Liabilities</b>                                     |                      |                      |
| Accounts payable and accrued liabilities (note 6):     |                      |                      |
| Due to government and other government organizations   | 2,325,148            | 2,147,908            |
| Other  | 19,644,295           | 26,702,076           |
| Employee future benefits (note 7)                      | 2,459,832            | 2,251,106            |
| Deferred contributions (note 8)                        | 6,481,348            | 7,584,243            |
| Deferred revenue (note 9)                              | 4,540,142            | 6,036,743            |
| Deferred capital contributions (note 10)               | 124,824,464          | 128,563,915          |
|  | <u>160,275,229</u>   | <u>173,285,991</u>   |
| Net debt   | (128,739,030)        | (112,945,493)        |
| <b>Non-financial assets</b>                            |                      |                      |
| Tangible capital assets (note 11)                      | 151,188,623          | 135,298,155          |
| Prepaid expenses                                       | 1,319,015            | 1,130,909            |
|  | <u>152,507,638</u>   | <u>136,429,064</u>   |
| Accumulated surplus                                    | <u>\$ 23,768,608</u> | <u>\$ 23,483,571</u> |
| Contingent liabilities (note 12)                       |                      |                      |
| Contractual obligations (note 14 (c))                  |                      |                      |
| Subsequent events (note 17)                            |                      |                      |

See accompanying notes to financial statements.

On behalf of the Board:

\_\_\_\_\_  
Chair, Board of Governors

\_\_\_\_\_  
Chief Financial Officer and  
Vice President Administration



# CAMOSUN COLLEGE

## Statement of Operations and Accumulated Surplus

Year ended March 31, 2020, with comparative figures for 2019

|  | Budget<br>(note 16) | 2020          | 2019          |
|--|---------------------|---------------|---------------|
| Revenue:   |                     |               |               |
| Provincial grants:                                   |                     |               |               |
| Ministry of Advanced Education                       | \$ 62,910,792       | \$ 65,772,220 | \$ 60,527,804 |
| Other  | 7,452,304           | 6,351,441     | 6,383,813     |
| Federal grants                                       | 750,000             | 734,048       | 715,355       |
| Other grants   | -                   | 77,068        | 44,046        |
| Tuition  | 49,206,370          | 47,984,353    | 46,663,741    |
| Fees (other)   | 975,000             | 873,165       | 901,112       |
| Other revenue  | 1,942,247           | 2,528,262     | 1,965,273     |
| Amortization of deferred capital contributions       | 7,705,107           | 6,838,156     | 5,777,827     |
| Rentals and leases                                   | 281,500             | 228,357       | 174,377       |
| Investment income                                    | 500,000             | 784,109       | 837,250       |
| Sales of goods and services:                         |                     |               |               |
| To the Province of BC                                | 650,000             | 520,785       | 839,833       |
| To Crown Corporations or<br>government organizations | 2,492,522           | 2,591,808     | 2,274,949     |
| To other entities                                    | 11,071,741          | 12,276,491    | 12,819,119    |
|  | 145,937,583         | 147,560,263   | 139,924,499   |
| Expenses (note 13):                                  |                     |               |               |
| Instruction and support                              | 137,421,504         | 138,555,755   | 129,549,124   |
| Ancillary operations                                 | 7,381,579           | 7,473,813     | 7,543,505     |
| Applied research                                     | 1,134,500           | 1,245,658     | 1,297,087     |
|  | 145,937,583         | 147,275,226   | 138,389,716   |
| Annual surplus                                       | -                   | 285,037       | 1,534,783     |
| Accumulated surplus, beginning of year               | 23,483,571          | 23,483,571    | 21,948,788    |
| Accumulated surplus, end of year                     | \$ 23,483,571       | \$ 23,768,608 | \$ 23,483,571 |

See accompanying notes to financial statements.

# CAMOSUN COLLEGE

# CAMOSUN COLLEGE

## Statement of Cash Flows

Year ended March 31, 2020, with comparative information for 2019

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2020

2019

# CAMOSUN COLLEGE

## Notes to Financial Statements

Year ended March 31, 2020

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1. Nature of operations:

Camosun College (the "College") is a post-secondary educational institution funded by the Province of British Columbia (the "Province") and incorporated under the College and Institute Act of British Columbia. The British Columbia Ministry of Advanced Education (the "Ministry") provides the principal source of funding. The College is governed by a Board of Governors, the majority of which are appointed by the provincial government of British Columbia. The College is a registered charity and is therefore exempt from income taxes under section 149 of the Income Tax Act.

2. Significant accounting policies:

(a) Basis of accounting:

The financial statements have been prepared in accordance with Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board.

The Budget Transparency and Accountability Act requires that the financial statements be prepared in accordance with the set of standards and guidelines that comprise generally accepted accounting principles for senior governments in Canada, or if the Treasury Board makes a regulation, the set of standards and guidelines that comprise generally accepted accounting principles for senior governments in Canada as modified by the alternate standard or guideline or part thereof adopted in the regulation.

Regulation 257/2010 requires all tax-payer supported organizations in the Schools, Universities, Colleges and Hospitals sectors to adopt Canadian public sector accounting standards without any PS4200 elections.

Regulation 198/2011 requires that restricted contributions received or receivable for acquiring or developing a depreciable tangible capital asset or contributions in the form of a depreciable tangible capital asset are to be deferred and recognized in revenue at the same rate that amortization of the related tangible capital asset is recorded.

For British Columbia tax-payer supported organizations, these contributions include government transfers and externally restricted contributions.

The accounting policy requirements under Regulation 198/2011 are significantly different from the requirements of Canadian public sector accounting standards which requires that:

- x government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with public sector accounting standard PS3410 Government Transfers; and

# CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2020

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2. Significant accounting policies:

(a) Basis of accounting (continued):

- x externally restricted contributions be recognized as revenue in the period in which the  
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CAMOSUN COLLEGE

# CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2020

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2. Significant accounting policies (continued):

(h) Financial instruments (continued):



# CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2020

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# CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2020

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7. Employee future benefits:

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# CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2020

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# CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2020

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7. Employee future ben

CAMOSUN COLLEGE

# CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2020

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11. Tangible capital assets:

# CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2020

## 12. Contingent liabilities:

### (a) Collective bargaining:

The College is in collective bargaining negotiations with the Camosun College Faculty Association and CUPE local 2081 as at the financial statement date. The finalization of the bargaining process and ratification of the new collective bargaining agreements are anticipated to be completed by the fall of 2020. Negotiations may result in retroactive general wage increases for the bargaining unit members, however, the probability of this occurrence is undeterminable at the financial statement date. It is expected that any retroactive wage increases will be fully funded by the Ministry of Advanced Education and Skills Training upon the date of ratification of the new collective bargaining agreements. Recognition of the potential liability has not been included in the financial statements.

### (b) Legal liabilities:

The College may, from time to time, be involved in legal proceedings, claims, and litigation that arise in the normal course of business. It is management's opinion that the aggregate amount of any potential liability is not expected to have a material adverse effect on the College's financial position or results.

## 13. Expenses by object:

The following is a summary of expenses by object:

|                               | 2020                  | 2019                  |
|-------------------------------|-----------------------|-----------------------|
| Salaries and benefits         | \$ 114,452,454        | \$ 107,039,620        |
| Supplies and services         | 15,138,969            | 14,996,932            |
| Costs of goods sold           | 3,339,416             | 3,422,619             |
| Amortization                  | 9,377,188             | 8,166,573             |
| Minor repairs and maintenance | 4,967,199             | 4,763,972             |
|                               | <u>\$ 147,275,226</u> | <u>\$ 138,389,716</u> |

## 14. Related party transactions:

### (a) Other agency operations:

The College is related through common ownership to all Province of British Columbia ministries, agencies, Crown corporations, school districts, health authorities, hospital societies, universities and colleges that are included in the provincial government reporting entity. Transactions with these entities, unless disclosed otherwise, are recorded at the exchange amount, which is the amount of consideration established and agreed to by the related parties.

# CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2020

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# CAMOSUN COLLEGE

## Notes to Financial Statements

Year ended March 31, 2020

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14. Related party transactions (continued):

(c) Pacific Institute for Sport Excellence Society (continued):

At the date of occupancy, the related \$28 million cost of the capital assets under construction and associated deferred capital grants were removed from the College's financial statements. The College provides custodial, grounds, maintenance and other specialist facility services to PISE on a cost recovery basis under a service agreement. Fees and expenses for these services amounted to \$303,210 (2019 - \$302,985) during the year. Included in the College's accounts receivable at March 31, 2020 is \$5,027 (2019 - \$5,841) due from PISE. Included in the College's accounts payable at March 31, 2020 is \$8,065 (2019 - \$1,227) due to PISE.

15. Financial risk management:

It is management's opinion thri

# CAMOSUN COLLEGE

Notes to Financial Statements

Year ended March 31, 2020

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17. Subsequent events :

In March 2020, the COVID-19 outbreak was declared a pandemic by the World Health Organization. This situation presents uncertainty over the College's future cash flows. Potential impacts on the College's operations could include future decreases in revenue, future increases in expenses, impairment of receivables, and delays in completing capital project work. As the situation is dynamic and the ultimate duration and magnitude of the impact on the economy are not known, an estimate of the financial effect on the College is not practicable at this time.

BRIEFING NOTE  
BOARD OF GOVERNORS

SUBMITTED BY: Deborah Huelscher  
DATE: June 8, 2020  
TOPIC: Extension of Auditor 2020/21

For Information:

For Decision: X

For Discussion:

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1. OVERVIEW

Section 55 of the College and Institute Act states that unless the Auditor General is appointed in accordance with the Auditor General Act as the auditor of an institution, the institution must appoint an auditor to audit the accounts of the institution at least once each year. KPMG was the successful proponent of the college's last RFP for audit services and has completed its 5th year as the College's auditor in fiscal 2019/20.

The Audit Committee has responsibility to make a recommendation to the Board of Governors for the appointment of auditors. The College is proposing that the appointment of KPMG be extended for one year. This will provide continuity around key accounting treatments and judgments as we address some unique issues for the coming year:

- x completion of the Colleague Renewal project, a multi-year project to upgrade and re-implement the college's enterprise resource system
- x the full extent of Covid-19 impact on our financial results is not known at this time, but working with auditors who understand our operations, as well as sector issues, will be beneficial

KPMG has provided a quote of \$33,000 for the annual audit.

BRIEFING NOTE  
Board of Governors

SUBMITTED BY:

#### 4. COMMUNICATIONS

## SEXUAL VIOLENCE AND MISCONDUCT

### 1.0 PURPOSE AND/OR RATIONALE



the former Student were enrolled as a Student at the College. This Policy applies to Sexual Misconduct that is alleged to have occurred at any Camosun location, to have a real or substantial connection to the College, to have occurred during online College activities or at College functions, whether or not on College property.

The College may accept Reports about sexual mis.7 ( )10.9 (M)-1.3 (u)2. ( C)102 (u)2.u Ca(g)2.6 ( C)1

- x An individual is unable to give consent if they are impaired by alcohol and/or drugs;
- x Consent given in the past does not imply consent for









comfortable with knowing the details of the incident or situation, as well as someone a student feels comfortable with being present as they recount sometimes explicit details. A Support Person should be someone who can assist a student in understanding the College's policies and procedures and help a student identify questions that they may have throughout institutional processes. The Support Person does not act as an advocate for the student.

Threat Assessment This Policy does not limit the College's right or obligation to implement threat assessment protocols to assess whether an individual's behaviour poses a risk to self or other members of the College community.

### 3.0 PRINCIPLES

3.1 Camosun is committed to providing an environment where Sexual Misconduct is not tolerated and where a culture of consent and respect is expected and demonstrated by all members of the College Community.

3.2 Camosun will continue to build strong, consultative and collaborative relationships with staff in supporting and implementing the College's prevention of and response to Sexual Misconduct.

3.3 Camosun will provide educational and training opportunities regarding Sexual Misconduct and will communicate related procedures and supports to build awareness and encourage the reporting of any Sexual Misconduct to prevent the occurrence of Sexual Misconduct and to build a culture of consent across the College Community.

3.4 Camosun acknowledges that an individual who experiences Sexual Misconduct is not to blame.

3.5 Camosun will treat those making Disclosures with compassion, dignity and respect.

3.6 Camosun will treat all Disclosures and Reports confidentially, and will respect the privacy of both Complainant and Respondent.

3.7 Camosun will make available timely supports for those who have been affected by Sexual Misconduct.

3.8 Camosun will provide individuals making Disclosures with information about reporting options available to them, both within and outside of the College.

3.9 Camosun will address Reports in a timely and fair way. Camosun will establish clear Procedures for making and responding to Reports. An Investigator appointed by Camosun will investigate the Report to the complete satisfaction of the College.

Investigator believes this timeline cannot be met, the Investigator will inform the Complainant, the Respondent, and appropriate College representative as soon as possible.

3.10 Camosun will respond to all Reports in a manner that respects natural justice and procedural fairness and that reflects the Camosun's responsibility for the safety and security of the College Community.

3.11 Camosun supports the rig

counselling, medical attention, and/or academic considerations, where required and reasonably possible.

#### 4.2 Commitments to Support and Academic Consideration

- x Support and/or academic consideration is available to Complainants, Respondents and witnesses involved in sexual misconduct Reports.
- x Those who have experienced Sexual Misconduct may access supports, and/or academic

Considerations of when where Sexual Misconduct occurred, or who it occurred with, and the impact of the incident on the individual's academic and personal life.









- x Persons will be notified by the Student Support Manager in accordance with privacy legislation and applicable laws and policies, if their personal information will be disclosed in grievance or arbitration processes. .

#### 4.7 Protected Disclosure

- x Retaliation, threats of retaliation, or reprisals against a Complainant, witness or other individual for
  - o Having taken action under this Policy;
  - o Having participated in or co-operated in a Disclosure Reporter Investigation under this Policy; or
  - o Having been associated with someone who has pursued rights under this Policy will not be tolerated.

#### 4.8 Student Consultation

- x The College will consult with students every three years regarding the implementation, application and review of this Policy.
- x Students will be encouraged to participate in education, training and awareness forums, and will be involved in the development of these opportunities.

#### 4.9 Education, Training and Awareness

- x The College will establish education, training and awareness opportunities for the College Community regarding Sexual Misconduct Policies and Procedures, prevention and response.
- x



## RELATED LEGISLATION REFERENCES

- x Sexual Violence and Misconduct Policy Act
- x Criminal Code of Canada
- x Freedom of Information and Protection of Privacy Act
- x Human Rights Code

## LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

- x Student Conduct Policy <http://camosun.ca/about/policies/education/academic/e2-student-services-and-support/e-2.5.pdf>
- x Course Withdrawal <http://camosun.ca/about/policies/education/academic/e2-student-services-and-support/e-2.2.pdf>
- x Medical/Compassionate Withdrawals <http://camosun.ca/about/policies/education/academic/e2-student-services-and-support/e-2.8.pdf>
- x Records Management Policy <http://camosun.ca/about/policies/operations/6-information-management/06.2.pdf>
- x Standard of Conduct <http://camosun.ca/about/policies/operations/5-human-resources/05.11.pdf>
- x Respectful Workplace <http://camosun.ca/about/policies/operations/5-human-resources/05.10.pdf>

|   |                                       |
|---|---------------------------------------|
| POLICY TITLE                            | <u>Tracked Changes - t SVM Policy</u> |
| POLICY NUMBER                           | E-2.9                                 |
| APPROVAL DATE                           | June 2020                             |
| APPROVAL BODY                           | Board of Governor                     |
| REPLACES (IF APPLICABLE )               |                                       |
| LAST UPDATE OR AMENDMENT OR REVIEW DATE | March 6, 2017                         |
| NEXT REVIEW DATE                        | June 2023                             |
| HOLDER                                  |                                       |

## SEXUAL VIOLENCE AND MISCONDUCT

### 1.0 PURPOSE AND /OR RATIONALE

The purpose of the Sexual Violence and Misconduct Policy ~~is to clearly communicate~~ is to clearly communicate the College's commitment to prevent and respond to sexual violence and sexual misconduct through:

- a) Establishing an environment where sexual violence and misconduct are not tolerated
- b) Building and nurturing a culture of consent
- c) Identifying clear and consistent support for people who have been impacted by sexual violence or misconduct
- d) Using clear, appropriate and fair processes for handling complaints of sexual violence and misconduct
- e) Providing education, training and awareness to the College Community about prevention and response to sexual violence and misconduct

### 2.0 POLICY APPLICATION , SCOPE , AND /OR LIMITS

2.1 For the purposes of this Policy, Sexual Misconduct includes both sexual violence and sexual misconduct.

2.2 This Policy applies to Sexual Misconduct by or against a Student of Camosun. This Policy also applies to reports of Sexual Misconduct from former Students where the alleged misconduct occurred when

the former Student were enrolled as a Student at the College. This Policy applies to Sexual Misconduct  
that is alleged to have occurred at any Camosun location, to have a real or substantial



Employee : Any person who works at the College or is contracted to work at the College, including but not limited to faculty, staff, sessional instructors, and security personnel.

Interim Measure : : A temporary measure implemented by the Office of Student Support or President pending an Investigation or Outcome. An Interim Measure except a Suspension is not appealable.

Investigation: An information gathering process in response to a complaint Report, as described in section 4.3 of this Policy. An investigation is undertaken to determine the nature and circumstances of alleged wrongdoing Sexual Misconduct

Procedural Fairness : ~~The principles of law is~~ concerned with the procedures used by a decision maker, rather than the actual outcome reached. It includes an absence of bias, providing a ~~r~~espondent with fair notice of the allegations and an investigation, and giving them a reasonable opportunity to respond.

~~Report or Report to College: Report to College: For the purposes of this policy, a~~ A formal allegation of Sexual Misconduct ~~Report to the College~~ against a person . A Report should include all relevant particulars, where available, including ~~(which includes statement of facts including~~ a record of times, dates, nature of any incidents , and names of potential witnesses ~~relating to sexual misconduct as defined in this policy)~~ may be filed by an individual who has experienced sexual misconduct . A Report may ~~This process is non-criminal in nature and may~~ initiate an investigation that will be overseen by the College, ~~as set out in~~ under section 4.3 of this Policy.

Report to Police: ~~A complaint of Sexual Misconduct made by an individual to the police. When an individual who has experienced sexual misconduct makes a police statement, which may be followed by a criminal investigation.~~

Respondent: An individual against whom a ~~Report~~ n allegation of sexual 02 m a

x Sexual Harassment : ~~is a course of~~ unwanted remarks, behaviours , or communications of a sexual nature and/or a course of unwanted remarks, behaviours or communications based on gender t whether directed towards an individual or group t where an individual responsible for the remarks, behaviours or communications knows , or ought to reasonably know, that these are unwanted. It may include s, but is not limited to:

- o Sexual ~~/sexualized~~ solicitations, advances, remarks, suggestive comments and gestures (including songs and chants);
- o the inappropriate display of sexually suggestive or sexualized pictures, posters, objects or graffiti;
- o non -consensual posting of explicit, sexual, or sexualized pictures or video [on the Internet or otherwise;](#)
- o sexual comments and slurs on any form of social media;
- o ~~expressions of gender bias~~ which may include remarks that discriminate, denigrate and/or create a poisoned learning environment
- o ~~physical contact of a sexual/sexualized nature~~; and
- o • ~~Æ μ o } œ • Æ μ o ] Ì } v μ š š Z š ] v š œ ( œ • Á ] š Z v ] v ] Á~~ such as voyeurism and exhibitionism.

x Stalking



~~Policy is not considered a Student for the purposes of this Policy Report is made against a person who was a Student at the time of the alleged conduct, the College may, in its discretion, conduct an Investigation.~~

~~For the purposes of this policy, a "Student" is an individual who is registered in a course or program at the college and remains active until that person has completed, successfully or unsuccessfully, the course or has graduated from the program. This includes periods during their academic term, before courses begin (following registration) and during planned periods in between terms of actual enrolment as well as students on placements/internships/education. This does not include a student on leave or application of the Involuntary Health and Safety Leave of Absence Policy. Notwithstanding the foregoing, where a complaint has been made against an individual for~~



[3.10 Camosun will respond to all Reports in a manner that respects natural justice and procedu](#)  
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- x Support and/or academic consideration is available to member of the College Community who has been impacted by Sexual Misconduct including complainants, Respondents and



~~A member of the College Community who has experienced Sexual Violence and Misconduct may choose to make a Report the experience by contacting a Student Support Manager in the Office of Student Support in an effort to enact an investigative. A Report may be made writing by e-mail or letter or in person to the Office of Student Support~~





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#### 4.10 Annual Reporting

- x The President of ~~Camosun~~ College will provide an annual update to the Board of Governors pertaining to the implementation of ~~Policy~~, including but not limited to:
  - o Student engagement and consultation
  - o Prevention, communication and awareness strategies
  - o Response
- x The ~~Office~~ of Student Support will make an annual update available to the ~~Community~~.

#### RELATED LEGISLATED REFERENCES

- x Sexual ~~ized~~ Violence and Misconduct Policy Act
- x Criminal Code of Canada
- x Freedom of Information and Protection of Privacy Act
- ~~x Workers Compensation Act~~
- x Human Rights Code

#### LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

- x Student Conduct Policy: <http://camosun.ca/about/policies/education/academic/2-student-services-and-support/2.5.pdf>
- x Course Withdrawal: <http://camosun.ca/about/policies/education/academic/2-student-services-and-support/2.2.pdf>
- x Medical/Compassionate Withdrawals: <http://camosun.ca/about/policies/education/academic/2-student-services-and-support/2.8.pdf>
- x Records Management Policy: <http://camosun.ca/about/policies/operations/information-management/6.2.pdf>
- x Standard of Conduct: <http://camosun.ca/about/policies/operations/human-resources/5.11.pdf>
- x Respectful Workplace: <http://camosun.ca/about/policies/operations/human-resources/5.10.pdf>



BRIEFING NOTE  
Board of Governors

SUBMITTED BY: John Boraas, Vice President, Education  
DATE: Monday, June 8, 2020  
TOPIC: Indigenization Policy

FOR DECISION X

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## 1. OVERVIEW

The College is presenting the Indigenization policy to the Board of Governors for approval. The purpose of this policy is to articulate the commitment and vision of Camosun College in its ongoing work of Indigenization across and within all areas of the College.

The Indigenization policy includes:

- x An articulation of what indigenization means at Camosun;
- x A list of definitions for key terms;
- x Eight principles that commit the College to advancing Indigenization in accordance with international, national, and local perspectives, responses, and teachings.

### Policy Development Process and Engagement

Initial work toward an Indigenization policy began with the previous Director of Education Policy and Planning (Steven Rumpel) and Education Policy Specialist (Katie Shaw). This included consultation and collaboration with the local Indigenous community leaders. In 2018, the newly approved College-wide Indigenization, which reestablished the need for an Indigenization policy.

Peter Moroney and Rashed Al-Jarrah (Education Policy specialist, respectively) began collaborating with the Indigenous faculty members and staff to draft the Indigenization policy. This draft was informed by previous work, the data gathered through the EDI policy development process, and scholarly literature on indigenizing higher education teaching and learning. As part of the engagement process, a draft policy was presented at a College-wide town hall in fall 2019 for vetting and feedback gathering. The policy was also presented to the Education Leadership Team (led by faculty members and staff in EdCo's Policy and Standards Committee), reviewed by the Indigenous Advisory Council, and underwent a legal review.

The draft policy was posted online in May 2020 for College-wide consultation and vetted by various members of the College, including collective bargaining units.

The draft policy was endorsed by Education Council on May 20, 2020 to go to the Board of Governors for approval.

2. OPTIONS

x Do not approve the policy and suggest revisions for a later approval.

x Approve the Indigenizatiopolicy. P7li5OoP7p7P7zOP9 (N)1 (S)]TJ 0 Tc [(P72 2.848 0 Td ( )Tj EMC /TJ







wrongs done to Indigenous Peoples through colonization. Reconciliation, through individual and

diversity of their cultures, traditions, histories and aspirations which shall be appropriately

BRIEFING NOTE  
BOARD OF GOVERNORS

SUBMITTED BY: Deborah Huelscher  
DATE: June 8, 2020  
TOPIC: Operating Budget 2020-21

For Information: \_\_\_\_\_ For Decision: X \_\_\_\_\_ For Discussion: \_\_\_\_\_

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1. OVERVIEW

All members who were in attendance at the special Board Finance committee meeting on May 19, 2020, received a comprehensive review of the ~~2020-21 Consolidated Operating Budget~~ ~~(e099(6.4b)u1 (c)~~

## BOARD OF GOVERNORS

### REGULAR MEETING MINUTES

MEETING: Tuesday, May 19, 2020  
TIME: 6:00 pm  
ONLINE: Teams

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#### 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

GUEST: Evan Hilchey, Director, Student Affairs

REGRETS: nil

EXECUTIVE ASSISTANT: Heather Martin

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#### I CALL TO ORDER

Laylee Rohani, Chair, called the meeting to order at 6:15 pm.

#### II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

#### III BOARD MEMBER REPORTS

##### 1. Chair's Report

Laylee Rohani, Chair, welcomed the group with best wishes for their health and safety. The Board received several written COVID-





MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS DIRECT ADMINISTRATION TO COLLECT THE FOLLOWING FEES FOR THE 2020-2021 ACADEMIC YEAR AND REMIT SAME TO THE CAMOSUN COLLEGE STUDENT SOCIETY:

|                         |               |
|-------------------------|---------------|
| CCSS                    | \$12.05/month |
| BCFS                    | \$2.38/month  |
| CASA                    | \$0.44/month  |
| Health                  | \$136/year    |
| Dental                  | \$136/year    |
| Student Refugee Program | \$0.48/month  |

AND

DIRECT ADMINISTRATION TO COLLECT THE FOLLOWING LEVIES TO BE COLLECTED AND DISTRIBUTED BY COLLEGE ADMINISTRATION AS PER THE EXISTING ARRANGEMENTS AND UNDERSTANDINGS:

|                |               |
|----------------|---------------|
| U-Pass         | \$20.25/month |
| Childcare      | \$1.16/month  |
| Athletics      | \$4.73/month  |
| Recreation     | \$3.29/month  |
| Building Fund  | \$4.26/month  |
| Recycled Paper | \$0.15/month  |

CARRIED

3. CCSS Audited Financial Statements – Year Ending March 31, 2019

Deborah Huelscher



BOARD OF GOVERNORS  
BRIEFING NOTE

SUBMITTED BY: Barbara J. Severyn, Executive Director of Human Resources  
DATE: June 8, 2020  
TOPIC: BARGAINING UPDATE

For Information:  X

For Decision:

For Discussion:

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ISSUE

The terms and conditions of employment for unionized employees at Camosun College are governed by three collective agreements that expired in 2019. The collective agreement between Camosun College and the British Columbia Government Employees' Union was renewed for the term of April 1, 2019 to March 31, 2022 and the final step in ratification of the Canadian Union of Public Employees, Local 2081, collective agreement for the term of July 1, 2019 – June 30, 2022 occurred today, June 2, 2020. Contract negotiations will continue between Camosun College and the Camosun College Faculty Association until a tentative agreement is reached.