





BOARD OF GOVERNORS  
Regular Meeting

MOTIONS

Monday, November 6 2023

IV BOARD COMMITTEE REPORTS

1. Audit Committee

a. Cybersecurity Subcommittee

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE NEW 'CYBERSECURITY COMMITTEE TERMS OF REFERENCE'.

b. Audit Committee Terms of Reference

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE NAME CHANGE FOR THE 'RISK AND AUDIT COMMITTEE' TO THE 'RISK AND AUDIT COMMITTEE', AND THE ADDITION OF THE BOARD CHAIR MEMBERSHIP.

2. Executive Committee

i. G-2.6 Asset Naming Policy

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE NEW 'G-2.6 ASSET NAMING' POLICY, AND RESCIND SECTION 'B. 2 NAMING OF FACILITIES AND SPACES' IN POLICY



## Board of Governors

SUBMITTED BY: Lane Trotter, President  
 DATE: November 6 2023  
 TOPIC: President's Report September 18 - November 6 2023

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Note: A verbal report will be provided for events from October 25 through November 6 due to the publishing timeline of the Board meeting package.

### 1. Meetings with External Community

On September 25<sup>th</sup> Geoff Wilmshurst, Marius Langeland and I attended the European Association for International Education (EAIE) Conference in Rotterdam. Following the conference, Marius and I travelled to meet with two of our overseas partners.



Camosun College has been a partner with Palacký University in Olomouc, Czech Republic for over a decade with student and faculty exchanges. The partnership started with student exchanges between Camosun's School of Arts and Science and Palacký's Faculty of Science, and Camosun's Centre for Sport & Exercise Education and Palacký's Faculty of Physical Culture. With a memorandum of understanding in place, we can now engage with all of Palacký's Faculties. Faculty exchanges help bring our institutions and faculty closer through guest lectures, research, knowledge sharing and networking.



Camosun College has been a partner with Fontys University in the Netherlands for the last decade. The partnership has focused on student mobility, collaboration, networking and sharing knowledge on international education. It was an honour to renew the student exchange agreement with Fontys Board Chair Joep Houterman during my recent visit to the university.

On October 11<sup>th</sup> through the 13<sup>th</sup>, the college hosted Ambassador Laura Quiambao Del Rosario, President of Miriam College and her colleague, Dr. Maricon, VP for Finance. The visitors met with various college groups including the Senior Leadership Council. The visit provided the opportunity to further develop the partnership of the two institutions.

On October 12, I attended a Ministry meeting in Vancouver that included all FSC Presidents for the morning. We were joined by the BC School Superintendents in the afternoon.



# APPROVED Minutes

## REGULAR MEETING

Wednesday, June 21, 2023

4:10 - 6:00 pm

P216, LACC 321, MS Teams

### Present

#### Voting Members

- |   |                                    |
|---|------------------------------------|
| 1. Andrea Kucherawy, Support Staff (Vice Chair) | 9. Julia Grav, Faculty             |
| 2. Bijan Ahmadi, Faculty (Chair)                | 10. Lois Fernyhough, Faculty       |
| 3. Blair Fisher, Faculty                        | 11. Mark Fournier, Faculty         |
| 4. Brian Coey, Faculty                          | 12. Richard Stride, Administration |
| 5. Debbie Hlady, Administration                 | 13. Ryan Russell, Faculty          |
| 6. Edgar Nelson, Faculty                        | 14. Scott Harris, Administration   |
| 7. Ignacio Dinamarca, Student                   | 15. Tia Primrose, Support Staff    |
| 8. John Boraas, Administration                  |                                    |

#### Non-Voting Members

- |  |                                 |
|--|---------------------------------|
| Connie Klassen, LACC Chair                 | Lane Trotter, President         |
| Peter Moroney, Education Policy & Planning | TBA, Indigenization Coordinator |
| Karen Young, Board of Governors            |                                 |

#### Guests:

Heather Cummings, VP Student Experience; Clifton Dildy, Acting Director, Student Affairs; Deidre Murphy, Education Developer, CETL; Charlotte Sheldrake, Education Developer, CETL; Roopam Nini, Student

Regrets/Absent: Emily Schude, Todd Ormiston, Ezra Kiedaisch, Roopam Nini

### ITEM

### PRESENTER

- |    |  |             |
|----|--|-------------|
| A. | CALL TO ORDER AND DECLARATION OF QUORUM<br>The regular meeting was called to order at 4:12 pm. Quorum was reached. | Bijan Ahmad |
|----|--|-------------|

ITEM	PRESENTER
<p>C. CHECK IN            Bijan welcomed the Council and guests and provided members an opportunity to share any School unit, or personal updates that they had. He also thanked outgoing members for choosing to be on Education Council, and appointed members for their continued efforts, representation, and the voices that they bring.</p>	Bijan Ahmad
<p>D. ACCEPTANCE OF AGENDA            The agenda for <a href="#">June 21, 2023</a> was approved by unanimous consent.</p>	Bijan Ahmad
<p>E. MINUTES FOR APPROVAL            The minutes for the <a href="#">May 17, 2023</a> meeting were approved by unanimous consent.</p>	Bijan Ahmad
<p>F. REPORTS            1. Education Council Chair            Bijan informed the Council that on June 7<sup>th</sup> he and Andrea had the opportunity</p>	

ITEM	PRESENTER
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Tanya Clarmont as the new Chair to replace Monty Bryant who is entering the last year of his term

G. COMMITTEE REPORTS

Education Council Policy and Standards Committee

Pete reported that the Committee had the last meeting of the academic year on June 8. They informed that Sekwan Wabaso has taken a position outside of the College and is no longer able to participate, and that they will be looking for an Indigenous voice to replace her this fall.

The Sexual Violence Policy and the Learning Outcomes Standards were both reviewed for the second time after receiving some helpful feedback in the initial reviews. Both are being brought forward later today for endorsement and approval respectively.

Membership plans for the Committee were discussed, with everyone indicating they intended to return in the Fall. Nina Tajbak (BAE Student) is the exception.



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ITEM

PRESENTER

Whereas

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ITEM	PRESENTER
representative Karen Young, for their participation and contributions to Education Council.	
N. ADJOURNMENT The meeting adjourned at 5:30 pm.	Bijan Ahmadi

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# APPROVED Minutes

REGULAR MEETING

Wednesday, Sept 20, 2023

4:00 - 6:00 pm

P216, LACC 321, MS Teams

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Present

Voting Members

1. Andrea Kucherawy, Support Staff (Vice Chair)
2. Bijan Ahmadi, Faculty (Chair)
3. Blair Fisher, Faculty
4. Edgar Nelson, Faculty
5. John Boraas, Administration 1.766T(w)ar.

ITEM









**BRIEFING NOTE**

**Board of Governors**

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POLICY TITLE	Cybersecurity Subcommittee Terms of Reference
POLICY NUMBER	G-1.9.1
APPROVAL DATE	TBA
APPROVAL BODY	Board of Governor
REPLACE (IF APPLICABLE)	n/a
LAST UPDATE OR AMENDMENT OR REVIEW DATE	
NEXT REVIEW DATE	
HOLDER	President
RESPONSIBLE OPERATIONAL LEADER	Board Vice Chair
SUPPORTING DOCUMENTS	

## CYBERSECURITY SUBCOMMITTEE TERMS OF REFERENCE

### TERMS OF REFERENCE

The Cybersecurity Subcommittee is a sub-committee of the Board of Governors Audit Committee. They are responsible for assisting the Board of Governors in fulfilling its enterprise risk management oversight by monitoring the college's cybersecurity risk mitigation policies and strategies. The Subcommittee will provide quarterly reports and recommendations to the Board, which will include recommendations on regular training in cybersecurity risk management.

### DEFINITIONS

1. Cybersecurity is the practice of protection of critical systems and data from cyberattacks, ransomware and other information technology threats.
2. Enterprise risk management (ERM) (including cybersecurity risk management) protects systems and data. ERM uses technology, processes, and practices to:
  - x Identify assets and threats.
  - x Determine the likelihood of threats materializing.
  - x Determine the potential impacts.
  - x Document current mitigation strategies.
  - x Identify and implement mitigation strategies to manage residual risk (risk that remains after measures are in place).
  - x Monitor risk and mitigation strategies.

### GUIDING PRINCIPLE

The Board of Governors oversees cybersecurity risk management by holding management accountable for identifying and mitigating risks. The Auditor General has set the requirements for public post-secondary institutions for cybersecurity risk management, including training for the Board.









BRIEFING NOTE  
Board of Governors

SUBMITTED BY: Geoff Wilmshurst, VP Partnerships  
DATE: November 6 2023  
TOPIC: G-2.6 Asset Naming Policy New

For Information:

For Decision: X

For Discussion:

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1. OVERVIEW

Camosun College has developed a draft Asset Naming policy that is ready for approval by the Board of Governors. The new policy will replace the existing outdate policy.

The purpose of this policy is to set out the parameters to govern the naming of assets in recognition of  
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<b>POLICY TITLE</b>	Asset Naming
<b>POLICY NUMBER</b>	G-2.6
<b>APPROVAL DATE</b>	TBD
<b>APPROVAL BODY</b>	Board of Governors
<b>REPLACES (IF APPLICABLE)</b>	Section B.2 of Policy G-3 Corporate Relations
<b>LAST UPDATE OR AMENDMENT OR REVIEW DATE</b>	N/A
<b>NEXT REVIEW DATE</b>	TBD
<b>HOLDER</b>	VP Partnerships
<b>RESPONSIBLE OPERATIONAL LEADER</b>	Director, Advancement & Alumni Engagement
<b>SUPPORTING DOCUMENTS</b>	G-2.6.1 Asset Naming Standards & Procedures G-2.6.2 Naming Review Advisory Committee Terms of Reference

## ASSET NAMING

### PURPOSE

The purpose of this policy is to set the parameters to govern the naming of assets in recognition of financial or philanthropic contributions from individuals, businesses, organizations, and others. The policy will also articulate Camosun College's values and principles for naming assets to honour and acknowledge individuals and entities who have significantly contributed to the College community or the wider community through their accomplishments, leadership, and vision.

### POLICY APPLICATION AND SCOPE

This policy applies to the naming of all assets that are owned and operated by Camosun College.

The policy will adhere to the requirements stipulated by the Province of British Columbia's [Naming Privileges Policy](#). In the event of a conflict between that policy and this one, the Province of British Columbia's Naming Privileges Policy shall prevail.

### DEFINITIONS

1. Asset Anything physical or academic in nature that the college owns, administers, or is responsible for. Assets may include but are not limited to Academic Assets, Facilities, Functional Assets, or Physical Assets.
2. Academic Assets include, but are not limited to, the naming of schools, libraries, programs, centres, scholarships, bursaries, or awards.

3. Facilities: Include, but are not limited to, all or portions of buildings, rooms, wings, physical structures, halls, laboratories, foyers, atria, recreation areas, athletic facilities and lounges that the College may wish to name from time to time.
4. Functional Asset: Mean the actual purpose for which a facility or Physical Asset is designed, or the particular function to which it is suited.
5. Physical Assets: Include, but are not limited to, all or portions of major pieces of equipment, roads, parking lots, walkways, parks, gardens, monuments or other major physical assets that the College may wish to name from time to time.
6. Honoric: Bestowing honour or respect in recognition of individuals and entities who have made substantial or long-term contributions to the College.
- 7.



5. The College will communicate with the college community when an asset is being named or renamed. If possible and appropriate, the College may provide opportunities for college community members to share their thoughts and feedback on naming of a College asset.
6. The College reserves the right to change or remove the name of an asset.

#### RELATED LEGISLATIVE REFERENCES

- x [Province of British Columbia's Naming Privileges Policy](#)

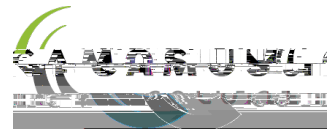
#### LINKS TO RELATED CAMOSUN POLICIES AND DIRECTIVES

- x [D-1.1 Sponsorship Directive](#)
- x [G-2.1 Equity Diversity & Inclusion Policy](#)
- x [G-2.2 Indigenization Policy](#)
- x [G-2.3 Corporate Relations Policy](#)
- x [G-2.4 Land Use Policy](#)
- x [O-2.1 College Wide Risk Management Policy](#)









## POLICY SUPPORTING DOCUMENT



reputation of the College, as a result of the future activities or affiliations with the donor. Written notice will be provided to the donor to terminate an agreement for naming recognition where, in the opinion of the Camosun College Foundation Board, Camosun College Board of Governors, the President or the Provincial Naming Committee, Provincial Cabinet, any action or association by the named donor calls into serious question the integrity and reputation of the College or the Provincial Government.

The College reserves the right to remove any name should the donor not fulfill the related pledge.

### ROLES AND RESPONSIBILITIES, DECISION MAKING AND OPERATIONAL BODIES

Several decisionmaking bodies play specific roles in naming Camosun College assets. These bodies include the:

- x Office of Advancement and Alumni Engagement,
- x Facilities Services,
- x College Executive Team (CET),
- x Camosun College Board of Governors
- x Camosun College Foundation Board,
- x Ministry of Citizen's Services and
- x Provincial Cabinet

If and when appropriate, Camosun College's Indigenous Advisory Council and Local Indigenous Community partners will also be included in the decisionmaking process, particularly if a College asset is named to recognize an Indigenous partner or community member

#### Advancement and Alumni Engagement

The Director of Advancement and Alumni Engagement, is accountable to:

- x Evaluate honorific recognition naming, philanthropic recognition naming, and sponsorship and partnership naming,
- x Assess naming request recommendations against guiding principles, consult with affected bodies, and recommend potential names to CET, as appropriate;
- x Evaluate philanthropic and partnership recognition naming, dedication recognition naming and sponsorship naming; assess naming request recommendations against guiding principles, consult with the Naming Review Advisory Committee, and recommend potential names to CET, as appropriate;
- x Develop naming strategies for fundraising initiatives, including capital campaigns and/or sponsorships, consult with stakeholders, and present recognition naming strategies to CET for approval, as appropriate.

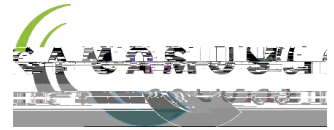
#### Facilities Services

Executive Director, Facilities Management, is accountable to:





POLICYS









BRIEFING NOTE  
Board of Governors

SUBMITTED BY: d v Ç o Œ u } v š U L a n ž T j r o Œ e r, President  
DATE: November 6 2023  
TOPIC: Board of Governors Award for Innovation and Partnership

For Information: \_\_\_\_\_ For Decision: x For Discussion:

Board of Governors Award for Innovation and Community ~~Innovative College~~ Partnerships

Terms of Reference

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BOARD OF GOVERNORS  
FINANCE COMMITTEE MINUTES  
MEETING



BOARD OF GOVERNORS  
INAUGURAL MEETING MINUTES

MEETING      Monday, September 18, 2023  
TIME:            5:00 pm  
LOCATION:       Paul 216, Lansdowne Campus  
ONLINE        Teams

BOARD MEMBERS

Tanya Clarmont, Chair  
Bijan Ahmadi  
Monty Bryant, Past Chair  
Joanne Cumberland  
Logan Hudson  
Lindsay Kearns  
Brenda McBain  
Ruth Mojeed Ramirez  
Jagjeet Singh  
Mike Stubbing  
Lane Trotter, President  
Al van Akker

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BOARD OF GOVERNORS  
REGULAR MEETING











3. Government: Future Ready Plan

Lane Trotter noted Future Ready is part of Government funding program announced last winter of \$1.4B. A portion of the funds went to short term courses that are up to 13 weeks long. A grant of up to \$3500 is given to individuals so that at no cost to them they can keep current or get a skill to work. Camosun is providing the short



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## BRIEFING NOTE Board of Governors

SUBMITTED BY: Jen Stone, Exec. Dir., Strategy, Planning and Transformation  
 DATE: November 6 2023  
 TOPIC: Mentimeter Results

For Information:

For Decision:

For Discussion: X

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### 1. OVERVIEW

The Board of Governors conducted a Mentimeter survey at the September 7, 2023, Orientation. The survey asked two questions and the replies were ranked by vote.

- x What do you want to learn more about as a Board member?
- x What do you want to achieve this year as a Board member?

The Board Executive met on October 23 to review the results. They are considering options on the next steps to take on the top four results and themes

The themes identified by the Executive Board are (paraphrased):

1. Developing further understanding about departments and their interconnections and relationships.
2. Developing further understanding of Strategic Enrolment Management, both domestic and international strategies.
3. Establishing a board with equipped with key skills and good practices

A standing line may be added to the Board agenda under New Business called 'Learning About Camosun'. It will cover the requests for information to learn about specific areas. Examples are the relationship with PISE, Camosun Innovate, Registrar's Office /recruitment/ international etc. As an example, one month, the topic could focus on learning about PISE and its history.

Further clarification is needed on one of the top suggestions, "relationships between college departments/initiatives." The college executive is seeking guidance on specific topics the Board is keen to explore.

### 3. SUPPORTING DOCUMENTATION:

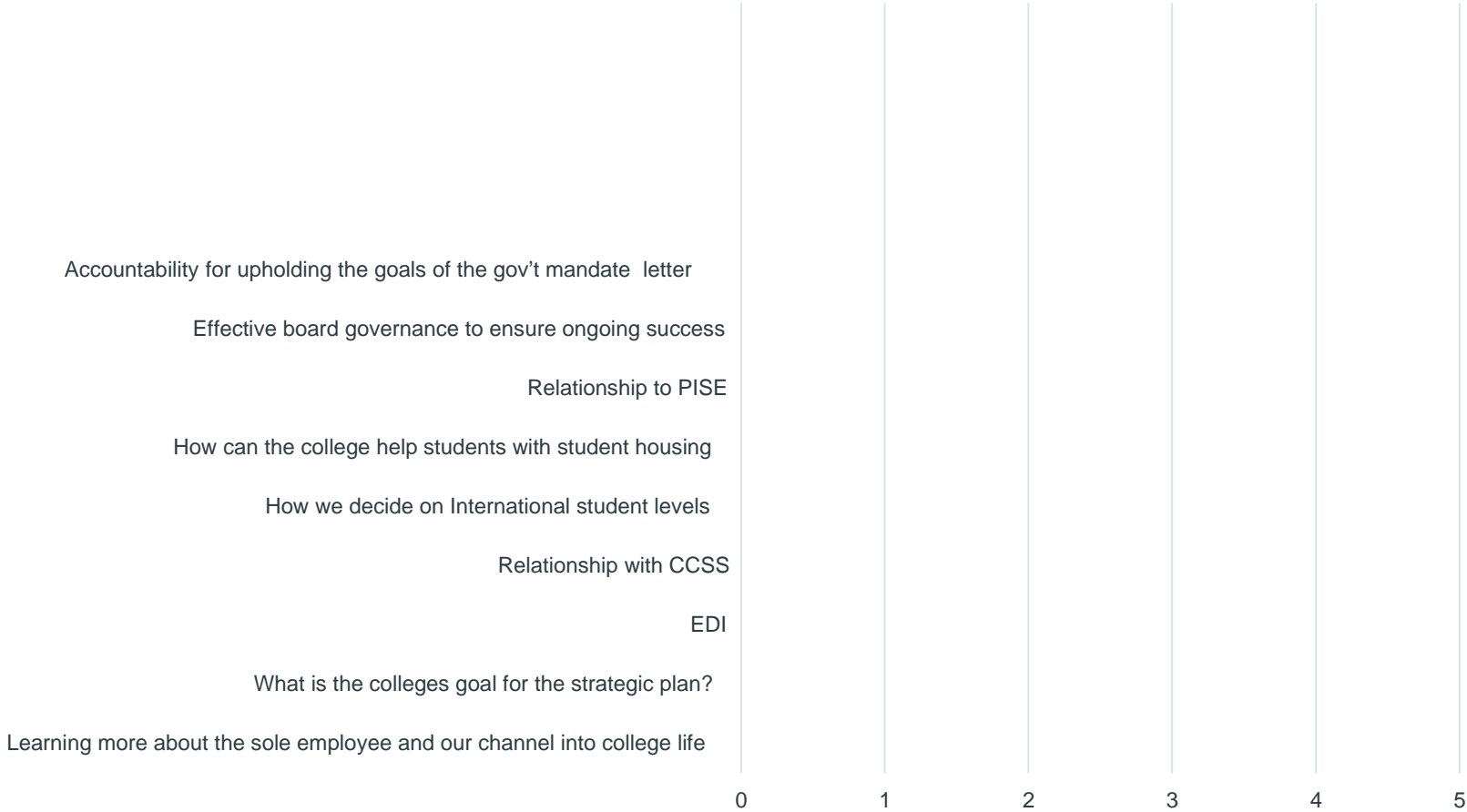
Mentimeter Report from Board Orientation September 7, 2023

# Camosun College Board of Governors Orientation

Mentimeter Engagement Results

For Discussion on October 23<sup>d</sup> Board Executive Committee Meeting

## Question 1



## Question 2

Consider the following reaction:

$$\text{C}_2\text{H}_4 + \text{H}_2\text{O} \rightleftharpoons \text{C}_2\text{H}_5\text{OH}$$

At 25°C, the equilibrium constant  $K_c$  for this reaction is 9.0. If the initial concentration of  $\text{C}_2\text{H}_4$  is 0.20 M and the initial concentration of  $\text{H}_2\text{O}$  is 0.10 M, what is the concentration of  $\text{C}_2\text{H}_5\text{OH}$  at equilibrium?

Choose the correct answer:

0.05 M

0.10 M

0.15 M

0.20 M

Consider the following reaction:

$$\text{N}_2 + 3\text{H}_2 \rightleftharpoons 2\text{NH}_3$$

At 25°C, the equilibrium constant  $K_c$  for this reaction is 0.10. If the initial concentration of  $\text{N}_2$  is 0.10 M and the initial concentration of  $\text{H}_2$  is 0.30 M, what is the concentration of  $\text{NH}_3$  at equilibrium?

Choose the correct answer:

0.02 M

0.05 M

0.10 M

0.15 M

Consider the following reaction:

$$\text{C}_2\text{H}_4 + \text{H}_2\text{O} \rightleftharpoons \text{C}_2\text{H}_5\text{OH}$$

At 25°C, the equilibrium constant  $K_c$  for this reaction is 9.0. If the initial concentration of  $\text{C}_2\text{H}_4$  is 0.20 M and the initial concentration of  $\text{H}_2\text{O}$  is 0.10 M, what is the concentration of  $\text{C}_2\text{H}_5\text{OH}$  at equilibrium?

Choose the correct answer:

0.05 M

0.10 M

0.15 M

0.20 M