BOARD OF GOVERNORS
Regular Meeting

MOTIONS

Monday, November 6, 2023

IV   BOARD COMMITTEE REPORTS

1. Audit Committee

a. Cybersecurity Sub-Committee

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

b. Audit Committee Terms of Reference

MOTION
THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE NAME CHANGE FOR T
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
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

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 25-29th 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 Palacky'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 Palacky'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.

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

Non-Voting Members

Connie Klassen, ICC Chair
Peter Moroney, Education Policy & Planning
Karen Young, Board of Governors

Lane Trotter, President
TBA, Indigenization Coordinator

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 Schudel, Todd Ormiston, Ezra Kiedaisch, Roopam Nini

ITEM	PRESENTER
A. **CALL TO ORDER AND DECLARATION OF QUORUM**	Bijan Ahmadi

The regular meeting was called to order at 4:12 pm. Quorum was reached.

C. CHECK IN — Bijan Ahmadi

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.

D. ACCEPTANCE OF AGENDA — Bijan Ahmadi

The agenda for June 21, 2023 was approved by unanimous consent.

E. MINUTES FOR APPROVAL — Bijan Ahmadi

The minutes for the May 17, 2023 meeting were approved by unanimous consent.

F. REPORTS

1. Education Council Chair

   Bijan informed the Council that on June 7, he and Andrea had the opportunity

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

G.   COMMITTEE REPORTS

Whereas

ITEM	PRESENTER

representative Karen Young, for their participation and contributions to Educati Council.

N.	ADJOURNMENT	Bijan Ahmadi

The meeting adjourned at 5:3 pm.

Education Council

Ensuring that our students are provided with quality educational experiences

APPROVED Minutes

REGULAR MEETING
Wednesday, Sept 20, 2023
4:00 - 6:00 pm
P216, LACC 321, MS Teams

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

POLICY TITLE	Cybersecurity Sub-Committee Terms of Reference
POLICY NUMBER	G-1.9.1
APPROVAL DATE	TBA
APPROVAL BODY	Board of Governor
REPLACES (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 SUB-COMMITTEE TERMS OF REFERENCE

TERMS OF REFERENCE

The Cybersecurity Sub-Committee 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 Sub-Committee 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 cyber-attacks, 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 BC 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:

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 o

POLICY TITLE	Asset Naming
POLICY NUMBER	G-2.6
APPROVAL DATE	TBD
APPROVAL BODY	Board of Governors
REPLACES (IF APPLICABLE)	Section B.2 of Policy-23 Corporate Relations
LAST UPDATE OR AMENDMENT OR REVIEW DATE	N/A
NEXT REVIEW DATE	TBD
HOLDER	VP Partnerships
RESPONSIBLE OPERATIONAL LEADER	Director, Advancement & Alumni Engagement
SUPPORTING DOCUMENTS	G-2.6.1 Asset Naming Standards & Procedures G-2.6.2 Naming Review Advisory Committee Te 11..T ET q 1dcm

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.

POLICY

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 resources that the College may wish to name from time to time.

6. Honorific: Bestowing honour or respect in recognition of individuals and entities have made substantial or long-term contributions to the College.

7.

POLICY

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 the naming of a College asset.

6. The College reserves the right to change or remove the name of an asset.

RELATED LEGISLATED REFERENCES

x Province of British Columbia's Naming Privileges Policy

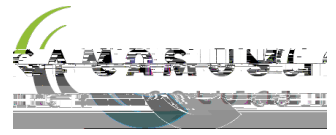LINKS TO RELATED CAMOSUN POLICIES AND DIRECTIVES

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 DOCUMENTATION MANUAL

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 decision-making 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 decision-making 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:
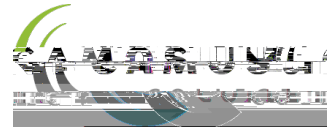
BRIEFING NOTE
Board of Governors

SUBMITTED BY: Lane Trotter, 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

I

BOARD OF GOVERNORS

FINANCE COMMITTEE MINUTES

MEETING

BOARD OF GOVERNORS

I N A U G U R A L M E E T I N G   M I N U T E S

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

BOARD MEMBERS   ADM1.2 ((k)-C -18m.3 (n)1.3l9,2 Tc -0.011 Tw T* [(L)-1.

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

BOARD OF GOVERNORS

R E G U L A R   M E E T I N G

Camosun College Board of

Camosun College Board of Governors

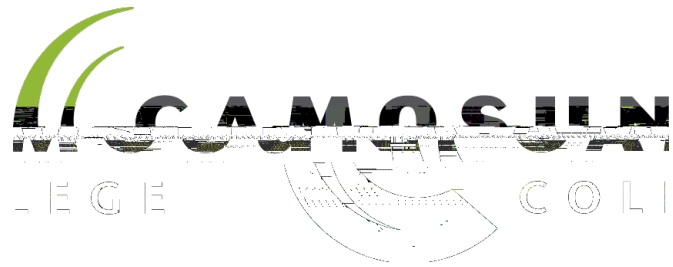3. Government: Future Ready Plan

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 individual 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

1. OVERVIEW

The Board of Governors conducted a Mentimeter survey at the September 7, 2023, Orientation. The survey asked two questions, then 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 Innovates/capstone, 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 voted suggestions, "relationships between college departments/initiatives."   The college executive is seeking guidance on specific topics the Board is keen to explore.
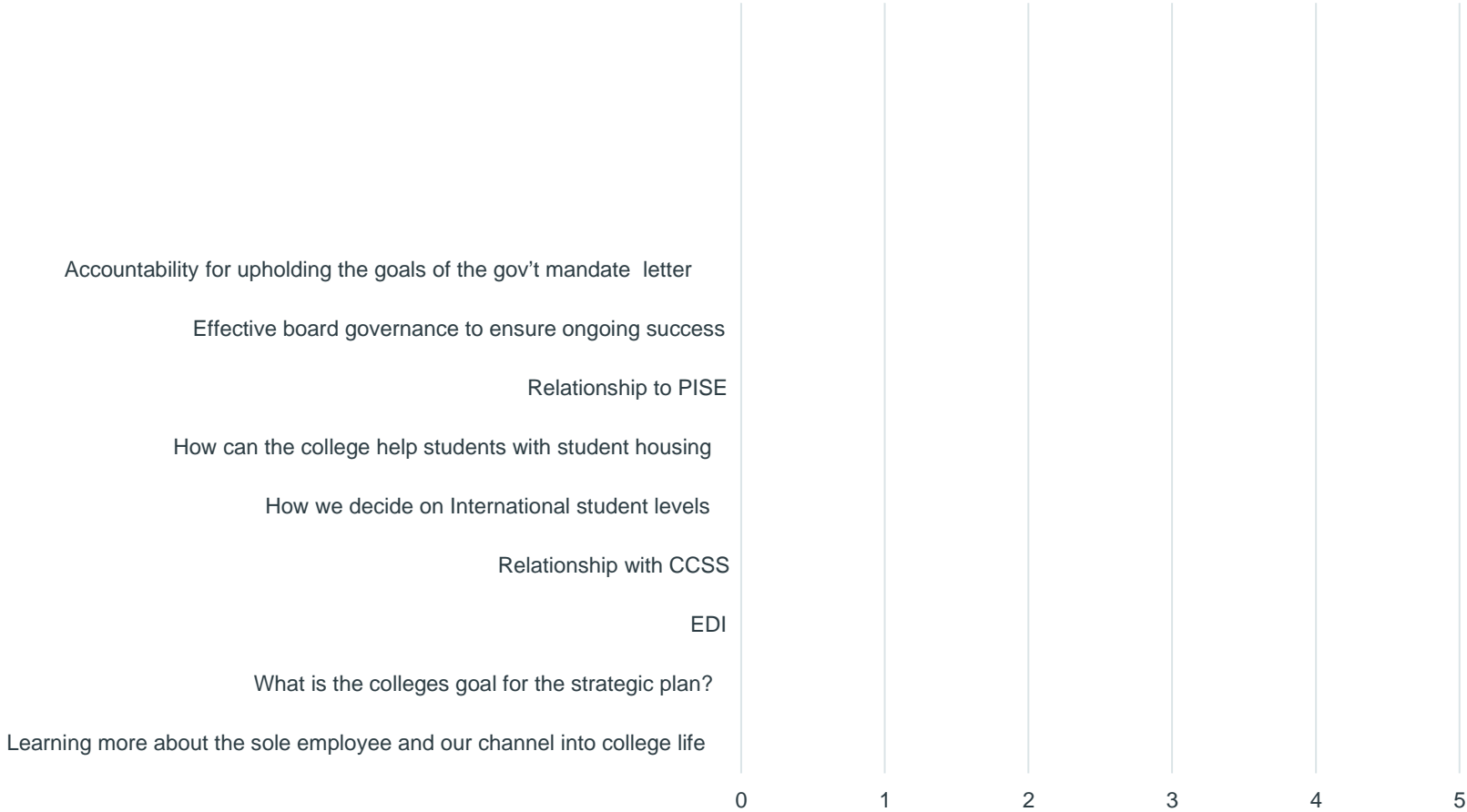

3. SUPPORTING DOCUMENTATION:
Mentimeter Report from Board Orientation September 7, 2023

Camosun College Board of Governors Orientation

Mentimeter Engagement Results

For Discussion on October 23rd Board Executive Committee Meeting

Question 1

Accountability for upholding the goals of the gov't mandate letter

Effective board governance to ensure ongoing success

Relationship to PISE

How can the college help students with student housing

How we decide on International student levels

Relationship with CCSS

EDI

What is the colleges goal for the strategic plan?

Learning more about the sole employee and our channel into college life

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Question 2