





BOARD OF GOVERNORS

Regular Meeting

MOTIONS

Monday, April 11, 2022

IV BOARD COMMITTEE REPORTS





#### HIRESWUSCCelebration– March 25

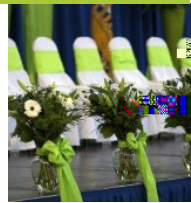
On March 25 I attended the celebration of the success of the pilot phase of the HIREES refugee labour mobility project and the wrapup of the second cohort's time at Camosun. The project is a partnership of World University Services Canada (WUSC) and Camosun.

#### April 1, 2022- April Fool's Day

We had an opportunity to do two April Fool's Day jokes with the 'renaming' of the Camosun Chargers to the Camosun Mustangs and Camosun International to United Student Services. Royal Roads also did a 'Dr. Steenkamp's School for Gifted People of all Ages'. Thank you to the Chargers and Camosun International for being part of the gags.

#### Unveiling of BC Games TorchApril 7

On April 7<sup>th</sup>, Minister Melanie Mark attended Camosun Innovates at the Interurban campus to unveil the BC Games Torch. Design of the new torch began as a student led initiative that was the basis of a capstone project for four students from the Mechanical Engineering Diploma program at Camosun. The B.C. Games Society was pleased with the concept and the applied research arm of the college stepped in so Lacey Reay could take the torch from idea to full implementation. Camosun Innovates, the applied research department of the college, provided Reay with the resources, design, test and build the torch. With a clean fuel source that produces a consistent low emission flame and the addition of a protective shut off valve, the new design prioritizes safety and usability.



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ITEM

PRESENTER

C. CHECK IN

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BijangaveCouncil members open space for those who wished to speak about how they are personally feeling in terms of what is happening at the College and in the world around them.



ITEM	PRESENTER
The Final Exam Policy draft was reviewed and is being brought forward today with edits and comments for discussion and Council feedback.	
J. INTEGRATED CURRICULUM COMMITTEE REPORT	Connie Klassen
Curriculum for Presentation and Approval	
Whereas: The Integrated Curriculum Committee has reviewed and had consensus to recommend full approval of the following curriculum:	
<p>HHS:DENTAL ASSISTANT &amp; HYGIENE</p> <p><a href="#">Bachelor of Science in Dental Hygiene (BScDH)</a></p> <p><a href="#">DHYG410</a></p> <p><a href="#">DHYG411</a></p> <p><a href="#">DHYG421</a></p> <p><a href="#">DHYG423</a></p> <p><a href="#">DHYG424</a></p>	
<p>Motion:</p> <p>That Education Council approves the curriculum as submitted:</p> <p style="text-align: right;">Moved by: Scott Harris Seconded by: Monika Bhardwaj Motion Carried</p>	
Regular Curriculum for Approval	
Whereas: The Integrated Curriculum Committee has reviewed and had consensus to recommend full approval of the following curriculum:	
<p>HHS:NURSING</p> <p><a href="#">Nursing (Baccalaureate of Science)</a></p>	
T&T:COMPUTER SCIENCE PROGRAM AND COURSES	
<p><a href="#">ICS Technologist (Dip)</a></p> <p><a href="#">ICS 211 Web Applications</a></p> <p><a href="#">ICS 212 Database Systems Management</a></p> <p><a href="#">ICS 214 Programming from C to C++</a></p> <p><a href="#">ICS 215 Systems Analysis and Design</a></p> <p><a href="#">ICS 223 Gaming and Graphics Concepts</a></p> <p><a href="#">ICS 226 Network and Server Side Programming</a></p> <p><a href="#">ICS 228 Computer Ethics and Security</a></p>	
<p>ACCESS:INDIGENOUS STUDIES</p> <p><a href="#">IST 120</a></p>	

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ITEM

PRESENTER



**BRIEFING NOTE**  
**Board of Governors**

SUBMITTED BY: Lane Trotter, President  
DATE: April 11, 2022  
TOPIC: 0-5.10 Respectful Workplace Policy Revision

For Information:

For Decision:

For Discussion:

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**1. OVERVIEW**

The college is



POLICY TITLE	Respectful Workplace
POLICY NUMBER	O-5.10
APPROVAL DATE	February 13, 2014
APPROVAL BODY	College Executive Team Proposed change to Board of Governors
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	February 3, 2022 March 10, 2022
NEXT REVIEW DATE	2026
HOLDER	Executive Director, Human Resources
RESPONSIBLE OPERATIONAL LEADER	Executive Director, Human Resources
SUPPORTING DOCUMENTS	O-5.10.1 Procedures for Reporting, Resolving and/or Investigating Respectful Workplace and Human Rights Complaints O-5.10.2 Respectful Workplace Formal Complaint Form O-5.10.3 Respectful Workplace Policy



2. Respectful Workplace A respectful workplace is characterized by
  - a) Polite behaviour – courteous and considerate behaviour toward others;
  - b) Inclusion of other people with different backgrounds, cultures, strengths, and opinions;
    - i. Inclusion for the purposes of this policy means welcoming people with diverse

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a) Discrimination

Discrimination is unfair differential treatment of an individual or group, whether intended or not, on the basis of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, age, or unrelated criminal conviction. Discrimination of this nature imposes burdens or obligations on an individual or group that serves no legitimate-related function.

b) Discriminatory Harassment

## PRINCIPLES

1. Camosun College is committed to:
  - a) ensuring that all individuals are treated with dignity and respect, free from discrimination, harassment and bullying;
  - b) aligning Respectful Workplace policy and procedures with its commitment to equity, diversity and inclusion;
  - c) ensuring that all individuals are supported in managing workplace differences; and
  - d) providing an environment that respects and promotes human rights and personal dignity.
2. All individuals, including employees, students, contractors, visitors and volunteers, are entitled to a work and an educational environment that is free from any form of discrimination and discriminatory harassment.
3. Individuals are responsible for conducting themselves in a respectful manner in the workplace and at work-related activities. Failure to maintain respectful conduct may lead to discipline up to and including termination of employment, and/or cancellation of contract.
4. C



## PROCEDURES

### 1. CURRENT EMPLOYEES

Procedures for reporting, resolving, and/or investigating respectful workplace and human rights complaints are outlined in [5.10.1 Procedures for Reporting, Resolving and/or Investigating Respectful Workplace and Human Rights Complaints](#)

### 2. STUDENTS

Procedures for reporting, resolving, and/or investigating respectful workplace and/or human rights complaints where:

- a) The student is a complainant, please see the [Student Complaints](#) intranet site or the College Ombudsperson; or
- b) The student is a respondent, please review the procedures outlined in the [Student Complaints](#) intranet site or review the [Student Misconduct Policy](#).

### 3. OTHERS

For all other instances covered by this policy, please review the [Procedures for Reporting, Resolving, and/or Investigating Respectful Workplace and Human Rights Complaints](#)

## RELATED LEGISLATION AND REFERENCES





## LINKS TO RELATED CAMOSUN POLICIES AND FORMS

### POLICIES

- x [G-2.1 Equity, Diversity and Inclusion](#)
- x [O-5.11 Standards of Conduct](#)
- x [O-6.1 Protection of Privacy](#)

### FORMS

- x [O-5.10.1 Procedures for Reporting, Resolving and Investigating Respectful Workplace and Human Rights Complaints](#)
- x [O-5.10.2 Respectful Workplace Formal Complaint Form](#)
- x [O-5.10.3 Respectful Workplace Policy Response Form](#)



2. Finance Training for the Board

BRIEFING NOTE  
BOARD OF GOVERNORS

SUBMITTED BY:

BOARD OF GOVERNORS  
GOVERNANCE POLICY REVIEW COMMITTEE  
MINUTES

MEETING: Tuesday, February 15, 2022  
TIME: 3:00 pm  
LOCATION: Paul 216, Lansdowne Campus

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BOARD MEMBERS	REGRETS
Monty Bryant, Chair	
Joanne Cumberland	EXECUTIVE ASSISTANT Heather Martin
Brenda McBain	
Lane Trotter, President (ex officio)	

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1. Review of the November 30, 2021, Meeting Minutes

The minutes of the November 30, 2021, Governance Policy Review Committee meeting were approved as distributed.

2. Governance Policy Review Committee Terms of Reference

Monty Bryant, Chair, noted the revised Terms of Reference, which included the guiding principle, were approved by the Board of Governors on December 6, 2021.

3. Policy Framework Review

Monty Bryant noted the Policy Framework was circulated in the agenda package. Governance policy includes Board governance; college values, principles, and priorities; institutional goals and accountabilities; financial health; external relations; and legal and regulatory compliance.

4. Board Conduct Bylaw Review Including Oath of Office

Monty Bryant noted the revision of the Board Conduct Bylaw, and the rescindment of the Oath of Office policy, will go to the Board together for approval when ready. The Board Conduct Bylaw addresses the Oath of Office in the Principles Section Part Three, so no additional line is needed. A process will be added to address the possibility of a complaint against the Board Chair.

The final revised draft of the Board Conduct Bylaw will go for review to the college's policy department then to the Board, then to legal, and finally to the Board for approval. The policy will be reformatted in 62 Tc -0.



## BOARD OF GOVERNORS

### REGULAR MEETING MINUTES

MEETING Monday, March 7, 2022  
TIME: 5:00 pm  
LOCATION: Paul 216, Lansdowne Campus  
ONLINE Teams

#### BOARD MEMBERS





- x Rodney Porter
  - x Bryce Hill
- Graphic Design
- x Sean McLaughlin

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