



**Camosun College**  
**Executive Compensation Disclosure Statement for 2021/2022**  
**Attestation Letter**  
**May 27, 2022**

John Davison  
President & CEO  
PSEC Secretariat  
2<sup>nd</sup> Floor, 880 Douglas Street  
Victoria, BC V8W 2B7

Dear Sir:

On behalf of the Camosun College Board of Governors, I attest to the following:

- The Board of Governors is aware of the executive compensation paid in the 2021/2022 fiscal year.
- The compensation information being disclosed is accurate and includes all compensation paid by the employer, foundations, subsidiaries or any other organization related to or associated with the employer. It also includes the value of any pre or post-employment payments made during the 12 month period before or after the term of employment.
- Compensation provided was within approved compensation plans and complies with the Public Sector Employers' Council Secretariat's Public Service Executive Compensation Reporting Guidelines of April 2022.

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Dr. Monty Bryant  
Chair, Board of Governors  
Camosun College

Attached:   Appendix A – Compensation Summary Table  
              Appendix B - Total Compensation Philosophy 0-5.13



**Camosun College**  
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**June 2022**

The following report provides an accurate representation of all compensation provided to the President and the next four highest paid executives with an annualized base salary that was \$125,000 or greater in the fiscal year 2021/2022.

**Total Compensation Philosophy**

The Total Compensation Philosophy (Appendix B) is to be read in concert with the Terms and Conditions of Employment for Exempt Employees which contain four main elements – compensation, benefits including pension, career development and work/life balance provisions.

The total compensation package is designed to allow, to the extent possible, the organization to successfully attract, retain and motivate the best qualified candidates possible to lead the College. Compensation for Camosun College executives is benchmarked against the national salary survey conducted by Western Compensation and Benefits Consultants, under contract to the Post Secondary Employers Association (PSEA), which surveyed all colleges/institutions in the post-secondary sector in British Columbia, the Provincial Public Service and similar post-secondary and other public sector labour markets across the country, with a focus on those organizations with which the sector competes for talent. In specific circumstances and programs, the sector also reviews compensation trends in targeted industry or other sectors, provinces and/or geographic jurisdictions.

The Board Executive sets the salary and benefits for the President. Salaries for other members of the College Executive have been determined by reference to the new, sectoral, market-based Exempt Compensation Framework -- implemented effective July 1, 2018 -- and placed on pay bands in relation to annual salary ranges for benchmark positions and in consideration of internal relativity. All position placements are submitted to the PSEA and the Public Sector Employers' Council (PSEC) for approval.

Camosun College's Total Compensation Philosophy was approved by the Board of Governors in November of 2015 and by the Post Secondary Employer's Council in early 2016. The objectives of its compensation program are:

- To attract competent and capable management and exempt staff that share a passion for education;
- To assist in retaining the services of a high-quality management and exempt group;
- To provide compensation that encourages superior performance;
- To promote individual and team performance and the overall achievement of the College's strategic plan;
- To provide fair and equitable compensation in accordance with the authority and accountability of the employee's position; and,
- To assist the College in reinforcing its commitment to professional development for its exempt staff for succession planning, retention and other purposes.



The College's compensation practices follow these guiding principles:

- *Performance-Related*: Camosun College values the contribution of its entire exempt staff toward the attainment of its strategic and operating objectives and provides compensation that is commensurate with such contributions. The College's compensation program supports and promotes a performance-based organizational culture.
- *Differentiation and Flexibility*: a primary feature of the College's compensation program is to align individual managers and operating units with the College's overall strategy. Within a broad framework, the College's compensation program provides it with the necessary flexibility to make compensation decisions consistent with the need for internal equity, the variation in scope and authority for positions, as well as the need to adapt to changes in the external market.
- *Accountability*: the College makes its compensation decisions objectively using clear and well documented rationale to ensure the appropriate expenditure of public funds.
- *Openness and Transparency*: the College communicates the basic principles and 'mechanics' of its compensation program in an open, honest and direct manner. This principle does not involve the distribution of specific market survey data, or making public personal and individual compensation information.
- *Affordability and Sustainability*: the College's total compensation programs are designed and administered in a fiscally responsible manner that ensures that costs are affordable and sustainable over time, and balanced against market forces.

The College adheres to the policy, guidelines and directions of Government regarding executive compensation. Post-Secondary Colleges and Institutions have the authority to utilize a flexible approach to making decisions within the bounds of their approved compensation plans whereby performance-based, within-range increases are limited to 2% per calendar year for Executives and 5% for Excluded Employees without further authorization. Cumulative increases of up to 5% for Executives and up to 10% for Excluded Employees must be submitted to PSEA/PSEC for approval; exceptional performance must consistently be demonstrated and the submission must be accompanied by a compelling rationale in accordance with The Guide to Implementing the Excluded Employee Accountable Compensation Direction in the Post-Secondary Sector. The President and Vice Presidents met the criteria for inclusion in the 2020/2021 executive compensation freeze and these individuals were ineligible to receive a performance-based increase for the 2020/2021 performance year.

The President is entitled to six months of administration leave with pay and benefits during the term of his five year employment contract. Such leave will be of mutual benefit to the President and the College as approved by the Board Chair or designate. Under no circumstances will administrative leave be paid out upon termination of employment. Senior executives are provided with various leaves including vacation leave and may also apply for professional development leave with or without pay. The various leaves are an important aspect of our compensation package that reflects fair but not excessive leave that is comparable to leaves granted to the College's unionized employees and not inconsistent with other similar positions in the public service.



Dr. Monty Bryant  
Chair, Board of Governors  
Camosun College

Attached: Appendix A – Statement and Compensation Summary Table  
Appendix B – Total Compensation Philosophy

Summary Compensation Table at 2022

Name and Position	Salary	Holdback/Bonus/ Incentive Plan Compensation	Benefits	Pension	All Other Compensation (expanded below)	2021/2022 Total Compensation	Previous Two Years Totals Total Compensation	
							2020/2021	2019/2020
Sherri D Bell, President	\$ 217,591	-	\$ 16,841	\$ 22,499	-	\$ 256,931	\$ 256,059	\$ 241,967
Lane D Trotter, President	\$ 50,135	-	\$ 7,157	\$ 5,184	-	\$ 62,476		
John Boraas, Vice President, Education	\$ 197,733	-	\$ 15,894	\$ 20,446	-	\$ 234,073	\$ 230,863	\$ 210,392
Heather M Cummings, Vice President, Student Experience	\$ 184,179	-	\$ 16,103	\$ 19,044	-	\$ 219,326	\$ 216,958	\$ 128,716
Deborah Huelscher, VP Administration & Chief Financial Officer	\$ 204,189	-	\$ 16,770	\$ 21,113	\$ 16,492	\$ 258,564	\$ 241,660	\$ 219,307
Geoff Wilmshurst, Vice President, Partnerships	\$ 181,819	-	\$ 16,026	\$ 18,800	-	\$ 216,645	\$ 215,597	\$ 203,863

Summary Other Compensation Table at 2022

Name and Position	All Other Compensation	Severance	Vacation Payout	Paid Leave	Vehicle / Transportation Allowance	Perquisites / Other Allowances	Other
Sherri D Bell, President	-	-	-	-	-	-	-
Lane D Trotter, President	-	-	-	-	-	-	-
John Boraas, Vice President, Education	-	-	-	-	-	-	-
Heather M Cummings, Vice President, Student Experience	-	-	-	-	-	-	-
Deborah Huelscher, VP Administration & Chief Financial Officer	\$ 16,492	-	\$ 16,492	-	-	-	-
Geoff Wilmshurst, Vice President, Partnerships	-	-	-	-	-	-	-

Notes

Sherri D Bell, President	<b>General Note:</b> This position met the criteria for inclusion in the 2020/21 executive compensation freeze, which came into effect on August 31, 2020. As a result, this individual was ineligible to receive a performance-based increase for the 2020/21 performance year. Sherri's cessation date of employment with Camosun College is October 31, 2022 when she begins her retirement. The total compensation paid out to Sherri in the time period from March 31, 2022 to October 31, 2022 will be \$135,097.63. This will be the last year of reporting Sherri under Camosun's Executive Compensation and Disclosure.
Lane D Trotter, President	<b>General Note:</b> Lane Trotter replaced Sherri Bell as President of Camosun College beginning January 1, 2022.
John Boraas, Vice President, Education	<b>General Note:</b> This position met the criteria for inclusion in the 2020/21 executive compensation freeze, which came into effect on August 31, 2020. As a result, this individual was ineligible to receive a performance-based increase for the 2020/21 performance year.
Heather M Cummings, Vice President, Student Experience	<b>General Note:</b> This position met the criteria for inclusion in the 2020/21 executive compensation freeze, which came into effect on August 31, 2020. As a result, this individual was ineligible to receive a performance-based increase for the 2020/21 performance year.
Deborah Huelscher, VP Administration & Chief Financial Officer	<b>General Note:</b> This position met the criteria for inclusion in the 2020/21 executive compensation freeze, which came into effect on August 31, 2020. As a result, this individual was ineligible to receive a performance-based increase for the 2020/21 performance year.
Geoff Wilmshurst, Vice President, Partnerships	<b>General Note:</b> This position met the criteria for inclusion in the 2020/21 executive compensation freeze, which came into effect on August 31, 2020. As a result, this individual was ineligible to receive a performance-based increase for the 2020/21 performance year.