



**MINUTES OF THE BOARD OF GOVERNORS
PUBLIC SESSION NO. 5
Thursday, October 9, 2008 – 3:00 pm
Cranbrook Campus**

Attendance:

Board	Ron Toyota, Chair Heather Jackson Laura Dalzell Marko Maryniak Jim Bailey Velma McKay Joseph Pierre Alex Jensen Orest Federko Nobuyuki Aoki Jae-In Kim Nick Rubidge	Appointed Member Elected CUPE Appointed Member Appointed Member EdCo Chair Elected Member Appointed Member Appointed Member Appointed Member Elected Member Elected Member President/CEO
College	Dianne Teslak Sheila McDonald Gary Johnson Ron McRae Donna Kraus-Hagerman Sue Bodnaruk	Bursar Director, Human Resources Dean of Instruction Dean of Instruction Director, Marketing & Communications Board Assistant

5.1 Welcome and Call to Order

The Chair welcomed guests to the meeting. Mr. Toyota called the meeting to order at 3:08 pm and asked for round table introductions as there were so many new faces at the table.

5.2 Order of Business

None.

5.3 Confirmation of the Minutes:

MOVED that the Minutes of September 11, 2008 be accepted as presented.

Maryniak/Jensen

CARRIED UNANIMOUSLY

5.4 Finance:

a) Finance/Audit Committee Report/ Summary Status Report – June 2008

Mr. Toyota – Acting Chair for the Finance Committee reported that the Finance Committee met earlier today.

Mr. Toyota announced that although Richard Reinders was unable to attend today's meeting, he had agreed to let his name stand for the position of Chair of the Finance Committee. Mr. Reinders was elected Chair by acclamation.

Mr. Toyota also stated that Mr. Federko and Mr. Janzen had agreed to sitting on the Finance Committee and therefore recommended that the Board appoint Mr. Federko and Mr. Jensen as members of the Finance Committee.

It was reported that as of the end of August, we are 42% through the fiscal period and are on target with our budget

At the last Board meeting, Ms. Teslak reported that the tender for audit services was put out over the summer and closed on September 30th. The only bid received was from BDO.

THAT the Board appoint BDO as the College auditor for the next 5 years.

Maryniak/Pierre

CARRIED UNANIMOUSLY

5.5 Monitoring Report:

Ends Statement #7:

Sheila McDonald distributed the Monitoring report that focused on the Ends Statement #7 which states: "...the East Kootenay region has a college that is efficient, effective, productive, accountable and accessible." Ms. McDonald spoke to the various sections of her report and provided clarification to questions.

2007/08 Audited FTE Report – By Campus:

The Board at its last meeting requested further information on how FTEs were distributed amongst the campuses. He reviewed the information presented and for the benefit of the new Board members, Dr. Rubidge explained what some of the terms and acronyms mean, i.e.

- FTE – Full time equivalent is a government standard is a measure of the number of full time students served. So two ½ time students equals 1 FTE.
- ABE – Adult Basic Education
- Domestic – everything except international
- Cost recovery – some things the government does not fund – and the area needs to generate enough dollars to run the program
- General Interest – to some extent these courses are self funded, and they are not for academic credit.

5.6 Unfinished General Business

None.

5.7 Business Arising and/or New Business

None.

5.8 Correspondence

None

5.9 Items Brought Forward from the Private Agenda

None.

5.10 Linkage to Ownership

5.10 (a) Chair's Report

The Chair reported on the meeting he attended in Vancouver with BCCI Presidents/Board Chairs to create a strong coordinated strategy to meet with BC Government Ministries and government officials. A conference call is scheduled for November 7th and a follow up meeting will be held in Vancouver on December 8th.

5.10 (b) President's Report

Dr. Rubidge advised that he was reelected as Chair for the Post Secondary Employers Association for another year. PSEA deals with collective bargaining and labour relations issues for the whole sector. He gave a brief overview of the meeting with David Wise regarding partnerships and articulation with Newcastle U in Australia.

5.10 (c) Deans' and Directors' Reports

Each Dean spoke to their respective reports.

Gary Johnson:

Mr. Johnson is excited about the conversation with the University of Newcastle as this is the 1st initiative in Canada. They are looking for articulation agreements with virtually all programs. Phase I of the Bachelor of Business Administration degree is complete. The Ministry will review and give the okay while we work on the full proposal. Once approved, it will go for a peer review (30 days); forwarded to the Degree Quality Assessment Board (DQAB) that will involve 3 external review teams. As well, this will require an onsite review with costs being born by the College. A market review will be conducted and we will design a program that can be economically viable with just one student where most institutions need to look at a cohort of 50/60 students.

Ron McRae:

Mr. McRae commented that we are more than half way through the year and we still have not received any budget from the ITA. We are required to submit an annual plan for apprenticeship training, and pre-apprenticeship (Foundation) training.

The City of Cranbrook is planning to take over Fire Hall #2 so our Fire program will have to leave Fire Hall #2 for a period of time while the City renovates. The College is looking at options to house the Fire program.

The Ministry provided colleges in the post secondary system with \$100,000 to support regional literacy initiatives, community literacy activities, and family literacy activities.

COTR's regional Literacy Coordinator is Ali Wassing and we are miles ahead of most colleges in the province in terms of our coordination of literacy activities.

Laura Cooper:

The Resident Care/Home Support program is running in the Invermere Shuswap Band Council's facility. This is receiving support from the Ministry of Health to run the program. There are currently 10 First Nations students in the program with a COTR instructor. The Invermere Campus Manager Marilyn Peterson has done a great job to get the program up and running. Ms. Cooper continues to work on several initiatives involving Aboriginal programming.

Dianne Teslak:

Ms. Teslak stated that the month of October is "budget month" and the budget officers are currently doing a review of their budgets to see if they can identify areas in their budgets that can be cut to accumulate 5% so that we can have a balanced budget.

The College's annual Surplus Sale has proven to be an inefficient method of disposing of our surplus items. A decision has been made to dispose of surplus items through the local auction in future since this is costing us quite a lot of dollars to have the sale.

Donna Kraus-Hagerman:

Ms. Kraus-Hagerman reminded the Board that the Fair Change Conference is being hosted in partnership between the International Department, Communications and external partners and is scheduled from October 23 to October 26. People are urged to register early as there are limited seats.

The Bookstore continued to be busy during September and has surpassed their September 2007 sales.

Cori Andrichuck arrived at COTR on October 6 and has assumed her position as Recreation and Athletics Manager.

5.10 (d) Education Council Report

Dr. Bailey informed the Board that an election was held in September to elect EdCo members. A list of motions and recommendations made over the year is to be presented to the Board however, there is a list of motions but no recommendations were made. The function of EdCo is the governing body of the College that deals with academic, instructional or educational concerns and approves curriculum proposals, policy and discipline.

5.11 Agenda Items for Next Meeting

None.

5.12 Information and Good of the Institution

Ms. Bonell, President of CORFA commented that part of her role is to ask instructors if they have anything to share with the Board of Governors. Ms. Bonell gave a verbal report and provided a written submission to attach to these Minutes.

5.13 Questions from the Public regarding any Agenda Items

None.

5.14 Evaluation:

Ms. Dalzell provided an evaluation of the meetings.

5.15 Adjournment

Mr. Toyota thanked the public for attending the Board meeting and adjourned the meeting at 4:29 pm

Ron Toyota, Chair

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