



**MINUTES OF THE BOARD OF GOVERNORS  
PUBLIC SESSION NO. 3  
Thursday, June 12, 2008 – 3:00 pm  
Cranbrook Campus**

Attendance:

Board	Troy Sebastian, Chair Nick Rubidge Len Luders Heather Jackson Sandra Roberts Ron Toyota Chris Ondrik Danielle Cardozo Andy Cohen Fernando Arteaga	Appointed Member President/CEO Appointed Member (4:00 pm) Elected CUPE Appointed Member Appointed Member Appointed Member Elected Student Appointed Member Elected Student
Regrets	Jim Bailey Ann Rice Marko Maryniak	EdCo Chair Elected CORFA Appointed Member
College	Dianne Teslak Laura Cooper Sheila McDonald Gary Johnson Sue Bodnaruk Ron McRae Pat Bowron	Bursar Dean of Instruction Director, Human Resources Dean of Instruction Board Assistant Dean of Instruction Director, International Affairs
Public	Wendy Panchyshyn Kathy Bonell	Instructor, Transitions President, CORFA

**3.1 Welcome and Call to Order**

The Chair welcomed guests to the meeting and apologized for the delay. Mr. Sebastian called the meeting to order at 3:20 pm and asked for round table introductions.

**3.2 Order of Business**

Add:

3.11(c) – Faculty Association (K. Bonell)

3.11(d) – Statement (C. Ondrik)

**3.3 Confirmation of the Minutes:**

A question was raised regarding item 2.8(b) of the May 8, 2008 minutes. Mr. Sebastian asked if it has been determined whether or not the Student Association needs to be audited.

There is some discrepancy between the Society's Act and the College's Act. Chris New is the liaison with the Students' Association and has been asked to put together some information for the Bursar. We have not yet received this information. If the Students' Association follows the College's Act, they are required to submit an audited financial statement. If they follow the Society's Act, they are required to submit a statement of their finances but they don't have to do anything more formal. The question is which of these two acts takes precedence.

**MOVED** that the Minutes of May 8, 2008 be accepted as presented.

Roberts/Cardozo

CARRIED UNANIMOUSLY

### **3.4 Finance:**

Mrs. Roberts reported that the Finance Committee met earlier today to review the Audited Financial Statements for year ending March 31, 2008. There have been a few changes this year of the generally accepted accounting principles. The Audited Financial Statements are in good order. Mrs. Roberts thanked the Bursar, Dianne Teslak and the Financial Services Department for their continued hard work.

**MOVED** that the Audited Financial Statements Ending March 31, 2008 be accepted as presented.

Cohen/Jackson

### **3.5 Monitoring Report:**

#### Audited Financial Statements:

The Bursar briefly reviewed the Audited Financial Statements and thanked all the budget officers for their good work. The Auditor's report shows that COTR has had clean unqualified audit.

#### Ipsos Reid Follow-up:

Ms. Kraus-Hagerman distributed background information and reviewed the highlights of the report. Hard copies of the presentation were also distributed. A similar presentation was made to the joint Selkirk/COTR Boards in May. COTR wanted to segment our campuses and took a 600 sample while Selkirk opted to use a 400 sample. The full report is on the Institutional Research site and available to the College community.

Mr. Sebastian stated that the work of the Communications department is much appreciated and this demonstrates how important surveys are. If people have any questions or comments, they are invited to contact Donna Kraus-Hagerman directly.

### **3.6 Unfinished General Business**

None.

### **3.7 Business Arising and/or New Business**

#### 3.7 (a) Audited FTE Report

BDO Dunwoody has audited the FTE Enrolment Report of the College for the year ended March 31, 2008. The auditors have reported that the FTE Enrolment Report fairly presents the full-time equivalent enrolments of the College in accordance with the Student FTE Enrolment Reporting Manual for Colleges and Institutes in British Columbia.

COTR has achieved overall 97% of AvEd targets and over 100 for ITA targets. These numbers include International students. Last year COTR had 2234 FTEs and is among a very small number of institutions who have met their FTE targets.

**MOVED** that the Board receive and file the Audited FTE Report.

Ondrik/Roberts

Carried Unanimously

### 3.7 (b) Government Letter of Expectation

The Government Letter of Expectation (GLE) is an agreement between government and the institution outlining the respective accountabilities, roles and responsibilities of both parties and is signed by both parties. It replaces the Budget and Accountability letter which was previously used to communicate government operating transfers, priorities and initiatives. It is part of an accountability framework intended to strengthen the alignment of institutional and government goals. There appears to be a considerable amount of direction going to the Administration and the Board. Discussion followed.

Correspondence has been received for the Provincial body of the Board Chairs group asking that Board Chairs delay signing the document until after the meeting of BCCI and Board Chairs on June 23<sup>rd</sup>. It would be advantageous to gain some consensus from the group.

Dr. Rubidge will send correspondence to the Ministry that the Board will be responding to the GLB after due consideration.

## **3.8 Correspondence**

3.8 (a)

## **3.9 Items Brought Forward from the Private Agenda**

None.

## **3.10 Linkage to Ownership**

### 3.10 (a) Chair's Report

Mr. Sebastian reported that he appreciated having the opportunity to participate in the College PD days by volunteering to be a target at the Dunk Tank. He will be attending the BCCI/Board Chairs meeting in Vancouver on June 23<sup>rd</sup>. Mr. Sebastian announced that he has formally submitted his resignation from the Board of Governors effective July 31, 2008. Mr. Sebastian stated he has enjoyed his time working with the Board and has appreciated the counsel received from the President and the Administration. However, due to opportunities and obligations in his private life he feels he cannot give the necessary attention and time it warrants.

Dr. Rubidge thanked Mr. Sebastian for his dedication and excellent work he has done on behalf of the Board. Mr. Sebastian's insights and perspectives have been valued by the Board and administration.

### 3.10 (b) President's Report

Dr. Rubidge spoke to his report and challenges we currently face.

### 3.10 (c) Deans' and Directors' Reports

Each Dean and Director spoke briefly to their reports that were received and filed.

Highlights included:

- Parkland staff hosted at COTR last week with another coming in 2 weeks;
- 2<sup>nd</sup>. meeting of focus group regarding applied business degrees around “sustainable business”;
- Yes-2-It in partnership with an industry training organization to promote trades to youth. More than 40 students on campus with welding, carpentry and electrical. Huge success;
- Collaborative strategic planning to look across the curriculum to cut “fat” and look at synergies; development of institute with centres of excellence across different programs and departments;
- Heather Jackson has been hired as the new Web Marketing Specialist;
- PD days were well attended. Board invited to attend the Employee Recognition event on Saturday, June 14<sup>th</sup>. New payroll clerk has been hired.
- BC Pavilion in China that the government is supporting whole heartedly.

### 3.10 (d) Education Council Report

No report.

## **3.11 Agenda Items for Next Meeting**

None.

## **3.12 Information and Good of the Institution**

3.12(a) A revised Organization Chart was presented for the Board's information.

3.12 (b) Recent changes in staff at College of the Rockies have resulted in the re-shuffling of duties and responsibilities of Deans at the Cranbrook Campus. A list of responsibilities was presented to the Board for their information.

3.12(c) Kathy Bonell addressed the Board with regard the CORFA's request that an emergency meeting of the Executive Committee be called to reverse its decision to reduce the Transitions Program from 25 hours of contact time to 12.5 hours of contact time per week. Ms. Bonell pointed out that CORFA believes that the College has contravened the Education Council Constitution, the College and Institute Act and the Labour Relations Act. Mr. Sebastian thanked Ms. Bonell for taking the time to make the presentation but stated that the Board does not take any action regarding presentations to the Board until the President and Administration have had an opportunity to review the issue.

3.12(d) Ms. Ondrik noted that this is the last day she will be in attendance as a Board Member of College of the Rockies and commented that she feels privileged to have been part of this dynamic organization. Mr. Luders has been with the Board for 6 ½ years and expressed that it has been a wonderful experience and complemented this Board on being able to distinguish if the Board is discussing the right things and what the Board's role is. Mr. Luders feels the culture of the College is wonderful, entrepreneurial and provides leadership. Mr. Luders and Ms. Ondrik wished the Board well.

Dr. Rubidge expressed that he and the Administration have been privileged to work with Board members who are such advocates of education and supporters of the communities they represent. Dr. Rubidge thanked Ms. Ondrik and Mr. Luders for the time and dedication they have given to College of the Rockies.

### **3.13 Questions from the Public regarding any Agenda Items**

#### **3.14 Evaluation:**

Ms. Ondrik provided an evaluation of the meetings.

#### **3.15 Adjournment**

Mr. Sebastian thanked the public for attending the Board meeting and adjourned the meeting at 4:45 pm

---

Troy Sebastian, Chair

:sb