

Jim	Abbott	Appointed member – via teleconference
Glen	Campbell	Appointed member
Rod	Giles	Appointed member
Darryl	Hyde	Appointed member
Steen	Jorgensen	Appointed member
Jesse	Nicholas	Appointed member
Cindy	Pearson	Appointed member – via teleconference
Wilda	Schab	Appointed member – Chair – via teleconference
Krys	Sikora	Appointed member – Vice Chair – via teleconference
Cindy	Yates	Appointed member
Leslie	Molnar	Chair – EdCo
Mary	Davies	Elected CUPE
Jan	White	Elected Faculty
Tracey-Anne	Howell	Elected Student Representative
Jerod	Dobson	Elected Student Representative
David	Walls	President & CEO
Stan	Chung	Vice President, Education & Applied Research
Dianne	Teslak	Vice President, Finance
Drew	Miller	Executive Director, Human Resources
Pat	Bowron	Executive Director, International and Regional Development
Susan	Woods	Executive Assistant to the Board

* Highlighted indicates NOT in Attendance

5.1 Welcome and Call to Order

The public session of the Board was called to order at 1:09 p.m. by Chair, Wilda Schab

5.2 Order of Business

a. Additions and approval of the agenda

The following items were added to the agenda:

5.2 c. Introduction of Drew Miller

5.7 e. Annual Mandate Letter

5.8 f. Job Skills Training Media Release

5.10 a. Executive and Governance recommendation - 4.4.8 Sexual Violence

5.7 b. 2016 – 2017 Integrated Plan Monitoring Report moved to 5.5 monitoring report section

MOTION to approve the agenda as amended

MOVED by Glen, seconded by Rod, carried

b. Oath of Office – Cindy Pearson

Chair, Wilda Schab conducted the Oath of Office for new member Cindy Pearson. Cindy gave a personal introduction to members and guests. Cindy recited her Oath of Office and will sign and send to the College.

c. Introduction of Drew Miller

Wilda welcomed Drew to the College community and looks forward to working with him in the future. David provided an introduction and highlighted Drew's education and experience. Drew was unable to attend today's meeting.

5.3 Consent Agenda

a. Confirmation of Minutes: November 10, 2016

b. Media Releases

MOTION to approve the Consent Agenda items as presented

MOVED by Cindy, seconded by Jan, carried

5.4 Finance:

The 2017 – 2018 Operating Budget was presented in detail at the Finance and Audit committee. After review, Cindy brought forward a recommendation from the committee for the approval of the 2017 – 2018 Operating Budget as presented.

MOTION from the Finance Committee to approve the 2017-2018 Operating Budget

MOVED by Cindy, seconded by Rod, carried

5.5 Monitoring Report:

b. 2016 – 2017 Integrated Plan Monitoring Report

David reviewed the 2016 – 2017 Integrated Plan Progress Report and responded to any questions posed by the Board.

5.6 Unfinished General Business:

There was no unfinished general business

5.7 Business Arising and/or New Business:

a. Notice of Motion – Board By-Laws

Wilda reviewed the Notice of Motions as submitted at the November 10, 2016 meeting and called for the following motions (**changes indicated in bold**):

1. NOTICE OF MOTION to by-law 7. Board

The affairs of the College shall be governed by a Board, the members of which shall be appointed **and elected** in the manner provided in the Act.

MOTION to approve changes to By-Law 7. Board as presented

MOVED by Glen, seconded by Mary, carried

2. NOTICE OF MOTION to by-law 9. Rules and Regulations of the Board

The Board shall elect, from among its members, a Chair **from among the 8 or more appointed members** and a Vice-Chair; such elections shall be held annually during the regular Board meeting following September 1st or such other regular Board meeting fixed by resolution of the Board.

MOTION to approve changes to By-law 9. Rules and Regulations of the Board as presented

MOVED by Rod, seconded by Darryl, carried

3. NOTICE OF MOTION to by-law 12. Board Committees

Pursuant to Part 4, Section 19 1~~(b)~~ (c) of the Act, the Board may establish committees it considers necessary and advisable to carry out the work of the Board and these committees shall be guided by policy of the Board.

MOTION to approve changes to by-law 12. Board Committees as presented

MOVED by Kryz, seconded by Glen, carried

4. NOTICE OF MOTION to by-law 16. Officers of the College

b) iii) The President shall be paid by the college remuneration for his services in an amount determined annually by resolution of the Board and shall receive such other entitlements of office as may be determined from time-to-time by resolution of the Board, such remuneration and entitlements to be in accordance with any guidelines established by the provincial government. ***The remuneration paid to the President by the College in effect from time to time shall be contained in Appendix "B" of these Bylaws.***

MOTION to approve changes to by-law 16. Officers of the College as presented

MOVED by Cindy Y., seconded by Jan, carried

5. NOTICE OF MOTION to by-law 17. Remuneration of Board Members

b) Each member of the Board, with the exception of elected employee representatives of the College, may be paid by the College and may accept as an honorarium a sum or sums to be set by the Lieutenant-Governor-in-Council. ~~The amount of the honorarium shall be determined by a resolution of the Board.~~

MOTION to approve changes to by-law 17. Remuneration of Board Members as presented

MOVED by Kryz, seconded by Jesse, carried

6. NOTICE OF MOTION to by-law 22. Signing Authorities

a) The board, by resolution, shall determine the signing officers of the College. Contracts, documents or instruments in writing of significance required to be signed by the College will be signed by two authorized signatories. ~~The President is to be the arbiter of what is significant in the context of this Bylaw.~~ **The Signing Authority Matrix shall be contained in Appendix C of these Bylaws.**

b) All cheques, drafts or orders for the payment of money and all notes and acceptances and bills of exchange will be signed by two authorized signatories.

~~c) A signature plate may be used for one of the authorized signatures for amounts less than \$10,000. All cheques, etc., in the amount of \$10,000 or more will be signed with two original signatures.~~

~~d) Alternative payment methods such as "computer cheques" and "automated payroll" may be approved by the President following consultation with the College's auditor.~~

MOTION to approve changes to by-law 22. Signing Authorities as presented

MOVED by Glen, seconded by Cindy Y, carried

b. 2016 – 2017 Integrated Plan Monitoring Report

This item moved to 5.5 above

c. Tuition Fee Increase

Cindy Yates brought forward a recommendation from the Finance and Audit Committee to the Board for the approval of an increase to the domestic tuition and mandatory fees for the 2017/18 academic year in line with the Government's Tuition Limit Mandate rate.

MOTION to approve an increase to the domestic tuition and mandatory fees for the 2017/18 academic year in line with the Government's Tuition Limit Mandate rate.

MOVED by Cindy Y, seconded by Rod, carried

Leslie asked that it be documented in the minutes that she is opposed to the motion. Jan voted against the motion.

d. 2017 - 2018 Operating Budget

As discussed in 5.4

e. Annual Mandate Letter

Wilda reviewed the changes to the Mandate Letter as compared to past years and informed that it must be signed and returned to the Ministry by March 3, 2017. Recommendation from the Chair is that the Board members sign the letter. Those not comfortable with signing letter would need to address their concerns directly to the Ministry. The letter was circulated for signatures.

5.8 Correspondence:

- a. Letter to Minister Navdeep Bains
- b. Trades Building Funding email – Wilkinson/Bennett
- c. Avery Hulbert, EdCo Past Chair, Thankyou
- d. Order in Council – Cindy Pearson
- e. COTR Institutional Accountability Plan Letter – DM Carroll
- f. Job Skills Training Media Release

Wilda called for any questions on any of the correspondence items. None were voiced.

5.9 Linkage to Ownership:

a. Board Chair's Report

Wilda expanded on her submitted report which included her attendance at a number of functions including the Discovery Trades program graduation lunch at the Invermere campus, the Public Sector Board Governance Forum in Vancouver, the SIF Funding announcement for the Trades Building expansion along with other Board members, the BC Colleges Presidents and Chairs meeting in Vancouver where the focus was on sustainability, the Cranbrook Chamber of Commerce luncheon with guest speaker Hon. John Rustad, Minister of Aboriginal Relations and Reconciliation and meetings of the Executive and Governance committee.

b. President's Report

David presented an in depth look at the projected fiscal year end FTE counts compared to that of 2015-2016. This included projections for both domestic and international student FTE numbers in post-secondary, continuing education, developmental and trades along with a look at some of the factors that have impacted our progress and lessons learned along the way.

Growth in the post-secondary programs has occurred in 2016 – 2017, but this have been offset by decreases in Adult Upgrading, English Language instruction and Trades training. David indicated that the FTE student targets are still valid and necessary for long term sustainability, but will take longer to achieve.

c. EdCo Report

Leslie's written report was distributed to members and included a listing of all policies that have been submitted to EdCo for the months of November, December and January with their outcomes. Also included was an Articulation report and Student Affairs Policy Committee (SAP) report. Leslie encouraged members to contact her if they have any questions.

5.10 Agenda Items for Next Meeting:

- a. 4.4.8 Sexual Violence Policy - Executive and Governance recommendation

5.11 Information and Good of the Institution:

Pat shared the results of the International Student Barometer survey.

5.12 Questions from the Public regarding any Agenda item:

The Chair called for any questions from the public. No questions were voiced.

Cindy Yates delivered the meeting evaluation.

5.13 Adjournment

MOTION to adjourn, 3:00 p.m.

MOVED by Cindy Yates