

Jared	Basil	Appointed member
Lainee	Eccleston	Appointed member
Rod	Giles	Appointed member
Anne	Glassford	Appointed member
Randal	Macnair	Appointed member
Nic	Milligan	Appointed member
Darlene	Trach	Appointed member
Amber	Van Drielen	Appointed member
Sharon	Demaine	Chair – EdCo
Jenn	Smith	Elected CUPE
Greg	McCallum	Elected Faculty
Reg	Goldsbury	Elected – Student Representative
Lucy	Adams	Elected – Student Representative
Paul	Vogt	President & CEO
Deb	Carty	Vice President, External Relations
Robin	Hicks	Vice President, Academic and Applied Research
Dianne	Teslak	Vice President, Finance and Corporate Services
Dana	Wesley	Executive Director, Indigenous Strategy and Reconciliation
Susan	Woods	Executive Assistant to the Board

*Highlighted indicates NOT in attendance

2.1 Welcome and Call to Order

a. Territorial Acknowledgement

The meeting was called to order at 1:04 pm by Chair, Randal Macnair. Randal delivered the territorial acknowledgement and expressed appreciation for the opportunity to listen, learn and reflect. He also thanked Nic for Chairing the May meeting in his absence.

b. Welcome to Board Members and members of the Public

Randal welcomed members of the Board and Public to the public session of the Board.

2.2 Order of Business

a. Additions and approval of the agenda

MOTION to approve the agenda as presented

MOVED by Lainee, seconded by Lucy, carried

2.3 Consent Agenda

Items on the Consent Agenda consisted of:

- a. Confirmation of Minutes: May 12, 2022
- b. Media Releases
- c. Board Budget
- d. Cheque Register

MOTION to approve the items included in the Consent Agenda as presented

MOVED by Nic, seconded by Lainee, carried

2.4 Monitoring Report:

a. SEM Presentation

As part of the Two-Year Action plan the College committed to the development of a Strategic Enrolment Management process. The process is a comprehensive and coordinated initiative that enables the College to identify enrolment goals that align with its mission, its strategic plan, its environment, and its resources and to reach those goals through the effective integration of administrative processes, student services, curriculum planning, and market analysis. The process included consultations with employees across all levels throughout the College and will be repeated on a regular cycle.

Robin gave Board members a detailed presentation which outlines the process. While we are developing the SEM many initiatives are already underway including program development (ECE, Tech programming, signature program for Creston), expansion of the dual credit opportunities, STEM campus, advisory committees, expanding work integrated learning, tutoring model, and the development of the Learning Commons.

b. Risk Register Report

College of the Rockies policy 3.3.4 requires annual presentation of the updated Risk Register to the Board of Governors in June of each year. President's Council has met and considered each of the previously identified risk categories and evaluated new and existing mitigation strategies and their impact on residual risk. Dianne reviewed the Risk Register Report with members and responded to questions. A new risk category was added at the request of the Board, related to recruiting skilled employees given the increased challenges we are experiencing in filling vacant and new positions. Dianne also added a column for comparison of this year's ratings with 2021. The highest residual risk rating continues to be our independent revenue streams (due to reduced international student tuition revenues due to COVID) and labour distribution continues to be high as we are going into bargaining.

**MOTION to approve the Risk Register Report as presented and recommended by the HR Committee
MOVED by Laine, seconded by Greg, carried**

2.5 Unfinished General Business:

There was no unfinished business

2.6 Business Arising and/or New Business:

a. Policy Approval – 6.1.6 Program Quality Assurance

The Program Quality Assurance Policy has been updated to bring the College into compliance with provincial guidelines on quality assurance. Robin reviewed the changes which include the inclusion of policy and procedures for external reviews of program self-studies. Prior to this revision, the College did not have policy or procedures that outlined the need for external evaluation of program self-studies. Other edits include language around inclusive excellence and Indigenization. Policy was reviewed and recommended forward by Education Council on May 18, 2022. This policy falls under section 23 of the act so requires Board approval and recommendation/advise from EdCo.

**MOTION to approve policy 6.1.6 Program Quality Assurance as presented and recommended by EdCo
MOVED by Nic, seconded by Amber, carried**

b. Policy Approval – 2.5.6 Transfer Credit (Receiving Institution)

Policy 2.5.6 Transfer Credit (Receiving Institution) fall under section 25 of the College and Institute Act and requires joint approval by EdCo and the Board. Robin reviewed the changes to the policy which include transference to the new template, updates to the list of stakeholders, changes in definitions and wording updates and adjustments for clarity, removal of procedural guidelines to a separate document. The policy has been reviewed and recommended by CSC and ASP along with EdCo approval on May 18, 2022.

MOTION to approve policy 2.5.6 Transfer Credit (Receiving Institution) as presented and recommended by EdCo

MOVED by Reg, seconded by Nic, carried

c. International Student Enrolment Report

Deb provided members of the Board with an update on international student applications and enrolments. We currently have 61 students enrolled in the spring semester and have 79 new student applications that will continue into the fall 2022 semester with a total of 102 international students who have already paid for fall with 23 of those already having their study permits issued. We had to defer registration for over 60 students in the past year due to COVID and Visa processing delays and have further extended some to accommodate these students. We have many homestay families who are very excited to be able to host again this coming year. The top three programs that are of interest for these students are Tourism, Sustainable Business programs and WIST. Enrolment numbers are still lagging but we are starting to gain some momentum. Lack of housing and jobs is currently a concern and is adding to the other difficulties to recruit. We are currently looking at working with “in country” agents and are looking at new markets in Vietnam and Mexico. We have some Japanese partnerships that are back in place with one of them sending 16 students for fall and another 20 students who will be coming for a summer program. Deb will be visiting SAIT next week to check out their “white glove” service which she would like to implement here not only for our international students but also our domestic students.

d. Indigenous Education Initiatives Update

Dana has been meeting with members of our indigenous communities and taking time to participate in some community events at both Aqam and the Lower Kootenay Band. She has met with a Ktunaxa artist and will be looking at ways to incorporate artwork into all of our campuses. The College recently organized an Indigenous speakers series for Indigenous history month with over 300 people registering. One of the speakers, Kathryn Teneese is excited to become more involved with the College. We also recently hosted a “teaching tech” series for our Metis partners and will partnering again for another session in the fall. Our student mentor program will continue into the fall semester in an expanded format.

Convocation will see Joe Pierre delivering some opening words and an Indigenous drumming group with be accompanying both the processional and recessional. The Indigenous team is already in the planning stages to have an Indigenous dinner as part of next years convocation week to honour our Indigenous graduates.

e. Costing Exercise Update

The College is currently conducting a Costing Exercise with the support of Joe Thompson as a consultant. The exercise will help us to develop a full absorption costing model by program area with direct and indirect costs. Dianne’s team has submitted the needed to data to Joe who is currently working to finalize the model. The model will help us in program planning and trending comparisons as well as supporting the SEM process.

The data will only be one piece of information that will support the viability of running or not running particular programs.

f. Five Year Capital Plan Submission Approval

The Five-Year Capital Plan was reviewed by the Finance and Audit Committee and is being recommended for approval by the Board. Dianne reviewed the draft Five Year Capital Plan submission with members and responded to questions. We are required to submit our Five-Year Capital Plan to the Ministry in mid-July of each year. In order to meet the submission deadline, we are seeking the Board's approval in principle of the projects to be included in this year's submission and then the final plan will come to the Board in September for final approval.

The top three priorities that we are recommending for the 2022 – 2023 submission include:

1. Health Science Centre
2. Learning Commons
3. Linkage/Access Road to Cranbrook Campus

MOTION to approve, in principle, the Five-Year Capital Plan Submission as presented recommended by the Finance and Audit committee

MOVED by Laine, seconded by Lucy, carried

2.7 Correspondence:

There was no correspondence

2.8 Officer Reports:

a. Board Chair's Report

Randal had nothing to report in his role in Chair as he has been away on vacation.

b. President's Report

A written report from Paul and the other Executive members was included in the meeting package. Paul expressed that he is looking forward to tomorrow's convocation which will be the first that he has been able to take part in in person. The ceremony will include not only this year's graduates but also those from the past two years who did not get the opportunity to take part in a formal event. We will be holding our Employee Long Service Awards on June 20th where we will be recognizing employees for years of service as well as those retiring. There are a number of people within the College involved in helping support families and students that have come here due to the ongoing war in the Ukraine. We have been able to support a number of Ukraine students at domestic tuition levels and will be providing one full tuition to a student with details still to be worked out.

The HR and Payroll Team is working hard to fill any gaps while we recruit for a new Executive Director HR and one former member of the team will be returning to the College.

The EDIIB (Equity, Diversity, Inclusion, Indigenization and Belonging), Committee has been meeting and starting to develop a framework for the committee and will be developing a task force and a working group. They will be mapping out a three- year program of initiatives and are hoping to include the Student's Association in the work.

Paul recently attended meetings with the Council of Presidents and Government representatives. They are currently working on their Future Ready Initiative submission which is well aligned with Government priorities and labour force needs. A separate meeting was held for rural Presidents and the JERI (Jobs, Economic Recovery and Innovation) ministry. The Ministry is seeing a lot of economic volatility and will have to re-work their budget going forward. Paul had the opportunity to introduce Ministry officials to our Health Science Center Capital Project and received very positive feedback.

c. EdCo Report

Sharon shared that EdCo has been very busy with curriculum changes with 21 reviewed last month and 40 coming to the committee this month. They are currently in the process of launching Kuali which will allow us to make blanket language changes across documents as needed with will help streamline the process. They are looking at changes in the methods of evaluation as well as changes in program delivery. Sharon did not attend the May EdCo as she was at an EdCo Chair event where they discussed a number of topics including decolonization in education.

MOTION to receive the EdCo Report as presented

MOVED by Lucy, seconded by Amber, carried

2.9 Agenda Items for Next Meeting (September 15, 2022):

Anyone having items they would like included on the agenda for the September meetings are asked to forward them to Randal and Susan.

2.10 Information and Good of the Institution:

Reg shared that he has now graduated from his program and expressed appreciation for all the support that he has received from his peers and the College.

Amber attended the Kathryn Teneese session yesterday as part of Indigenous History Month and found it very informative.

Randal recognized Rod Giles for his work with the Board. The passion and consideration that Rod brought to the table was very appreciated with Rod always reminding us of who we're here for – the students. Randal is thankful for the unparalleled support in his role in hiring of Paul.

Rod gave a farewell address and is happy to see the College strengthening ties with the secondary schools and students. Thanks to everyone for the work that they do here at the College.

2.11 Questions from the Public regarding any Agenda item:

Sheena did not have any questions but appreciated the opportunity to listen to the discussions.

2.12 Adjournment



BOARD OF GOVERNORS' MINUTES

Thursday June 9, 2022

*1:00 – 3:00 pm MST, Cranbrook Campus, Boardroom
Public Session 2*

MOTION to adjourn at 3:20 and reconvene for the Private session at 3:30

MOVED by Rod

Distribution to Members:

Randal Macnair, Jared Basil, Lainece Eccelston, Rod Giles, Anne Glassford, Nic Milligan, Darlene Trach, Amber van Drielen, Greg McCallum, Jenn Smith, Sharon Demaine, Reg Goldsbury, Lucy Adams

College:

Paul Vogt, Robin Hicks, Dianne Teslak, Deb Carty, Dana Wesley