

Jared	Basil	Appointed member
Lainee	Eccleston	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 (effective end date Jan 1, 2023)
Jenn	Smith	Elected CUPE
Sharon	Demaine	Elected Faculty
Jess	Mooney	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

4.1 Welcome and Call to Order

a. Territorial Acknowledgement

Nic Delivered the territorial acknowledgement expressing thanks for the opportunity to work and play on the unceded territory of the Ktunaxa and home to the Shuswap and Metis. Nic called the meeting to order at 10:07 a.m.

b. Welcome to Board Members and members of the Public

Nic welcomed members of the Board and senior executive to the meeting. There were no members of the public in attendance.

4.2 Order of Business

a. Additions and approval of the agenda

The following items were added to the agenda:

- 4.6 e. Strategic Planning Follow Up: Strategy Committee
- 4.4 b. Student Experience Survey

**MOTION to approve the agenda as amended
MOVED by Darlene, seconded by Jenn, carried**

4.3 Consent Agenda

All items on the consent agenda consisted of:

- a. Confirmation of Minutes: September 15, 2022
- b. Media Releases
- c. Board Budget
- d. Cheque Register
- e. Status Report to Sept 30, 2022

f. Q2 Forecast

**MOTION to approve the items on the Consent Agenda as presented
MOVED by Randal, seconded by Sharon, carried**

4.4 Monitoring Report:

a. Fall Semester Stable Enrolment Report

Robin reviewed the Fall Semester Stable Enrolment Report that was included in the Board package. This report reflects the number of enrolments by program as of the fall stable enrolment date on September 21, 2022. Our total enrolments are 1550 which is up 1.4% compared to last year with domestic enrolments slightly down at 1289 and international enrolments, which make up 17% of our total enrolments, at 260 which is up 30% from last year.

We are not unique in seeing a decline in domestic enrolments as most BC Colleges are experiencing similar trends. We are feeling that students may be taking a gap year after having upheaval during the height of COVID. We are increasing our focus on dual credit programs that will be most impactful for students and increasing our presence in our rural communities to work on engaging these high school students.

b. Student Experience Survey

Robin reported that out of a possible 2,350 students invited to participate, 726 students responded for a response rate of 31%. The survey asked about the student learning experience including the likelihood of them recommending their program to others, COTR Events, JumpStart, sense of belonging and available supports amongst other things.

The overall results were quite positive and have been circulated to employees with a plan being developed to circulate it to students. We will be issuing the survey annually and will be making some slight adjustments for next year.

4.5 Unfinished General Business:

a. Board Standing Committee Appointments

Nic confirmed the following changes to the Board of Governors Standing Committee appointments.
Additions:

- Jenn Smith to be added to the Finance and Audit Committee
- Sharon Demaine to be added to the External Relations committee along with Jess Mooney (pending a discussion with her)
- Darlene Trach to be appointed as Chair of the Indigenous Reconciliation Committee
- Randal Macnair to be appointed as Vice Chair on the Human Resources Committee

Nic thanked members for their commitment to these new roles. Susan will circulate the final list to members.

4.6 Business Arising and/or New Business:

a. Policy Approval – Revisions – 6.3.1 Faculty Qualifications Framework

Policy 6.3.1 Faculty Qualifications Framework was last approved in 2016 and was due for review in 2021.

Policy 4.4.6 Instructors' Diploma Equivalency policy was last approved in 2010. These policies both relate to

the hiring qualifications and processes for new instructors, and it is recommended that they be combined into one single policy. As such, the new policy as drafted, should remain as 6.3.1 and 4.4.6 should be rescinded.

The policy and related appendices have been transferred and reformatted into the newest template for policies and procedures.

The original spirit and content of the policies has been largely maintained. Changes were made for clarity and consistency with the CORFA collective agreement (article 6.1).

This policy falls under the College & Institute Act: 23(1) - An education council must advise the board, and the board must seek advice from the education council, on the development of educational policy for the following matters (i) policies on faculty member qualifications. As such, this draft was reviewed by Academic and Student Affairs Policy subcommittee of EdCo, the College Policy Committee and to EdCo (for recommendation to the Board) and all committees have recommended that the Board of Governors approved Policy 6.3.1 and rescind Policy 4.4.6.

**MOTION to approve policy 6.3.1 Faculty Qualifications Framework as presented
MOVED by Laine, seconded by Sharon, carried**

b. Policy to Rescind – 4.4.6 ID Equivalency

**MOTION to approve the rescinding of policy 4.46 ID Equivalency
MOVED by Lucy, seconded by Randal, carried**

c. 2023 – 2024 College Important Dates

Each year the Registrar's Office, in consultation with various constituent groups throughout the College, develops the College Important Dates schedule which is reviewed by Education Council. Education Council is tasked with advising the Board of Governors on the College Calendar (academic schedule) according to the College and Institute Act 23 (1) (h). Education Council reviewed the 2023-2024 and 2024-2025 College Important Dates and recommended them for Board approval on October 19, 2022.

Robin reviewed the Important Dates document and responded to Board member questions.

**MOTION to approve the 2023 – 2024 College Important Dates as presented and recommended by EdCo
MOVED by Darlene, seconded by Jenn, carried**

d. In-Camera Discussion

**MOTION to go in camera
MOVED by Randal, seconded by Sharon**

An in-camera discussion occurred.

MOTION to move out of camera

MOVED by Darlene, seconded by Sharon, carried

e. Strategic Planning Follow Up: Strategy Committee

Members discussed the Board's role in the development of the next Strategic Plan and whether there is a need for the formation of a "Strategy" Committee or whether this work could fall under one of the existing committees. After much discussion it was decided this is a decision for the Board Chair to finalize.

MOTION for the Board Chair and the President to determine and advise of the decision regarding any need for a "Strategy" committee or alternative solution at the next meeting

MOVED by Laine, seconded by Sharon, carried

4.7 Correspondence:

a. Deficit Approval Request Letter

Dianne provided members with a copy of the deficit approval request letter that has been submitted to the Ministry. The Ministry has confirmed that they have received the letter and we will await their response. Dianne will, at the request of the Finance Committee, be inviting Jason Butler to the February Finance and Audit Committee meeting.

b. 2020 – 2021 to 2022 – 2023 BC Tuition Fees and Mandatory Fees

Each year the government compiles and issues the BC Provincial Tuition Fees Report. This report breaks down the tuition and mandatory fees charged at each of the institutions in British Columbia over a three-year period. Dianne reviewed the report with members. This item is for information only.

4.8 Officer Reports:

a. Board Chair's Report

Nic shared that he has been busy with his Mayoral duties and Board Chair work has been light.

b. President's Report

Paul shared highlights from the written report that was provided to members. He noted that the report is now sorted by how items align with the various 2 Year Action Plan objectives rather than by contributor as it better reflects the integration with the plan and often items are completed with collaboration of divisions across the College.

Work continues on Strategic Enrolment Management (SEM), the QAPA audit and the EDIIB committee is moving forward with their initiatives and have come a long way in a short time. Congratulations to Dana and Shaun for their work on this. The mobile education lounge has now arrived, and we are working on determining the best ways to utilize it in all of our communities and campuses. We are currently working with a contractor to develop new marketing videos - one of which was played for the Board.

With the change of the Premier, we are expecting provincial policy changes but don't expect to hear any details until after the swearing in of Mr. Ebey. This may delay the Future Skill Strategy as well as the Funding Review 1st report. All capital requests and deficit approval requests will be going to Treasury Board in February or March.

c. EdCo Report

Sharon reviewed her submitted report and responded to Board members questions. The changes in the nursing outline were made to maintain alignment with national standards. Nathan Dueck will be the new EdCo Chair starting in January and Sharon is now the CORFA representative in place of Greg McCallum.

4.9 Agenda Items for Next Meeting (February 9, 2023):

The following items were identified for the February Public Session:

- Strategic Planning Committee
- Update on in-camera item

4.10 Information and Good of the Institution:

Sharon was excited for the new rainbow staircase at the Cranbrook campus and thanked Lucy for her hard work to lead this.

4.11 Questions from the Public regarding any Agenda item:

There were no members of the public in attendance

4.12 Adjournment

MOTION to adjourn

MOVED by Sharon

Distribution to Members:

Nic Milligan, Jared Basil, Lainece Eccelston, Anne Glassford, Randal Macnair, Darlene Trach, Amber van Drielen, Jenn Smith, Sharon Demaine, Lucy Adams, Jessica Mooney

College:

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