

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
Nathan	Dueck	Chair – EdCo
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

### 5.1 Welcome and Call to Order

#### a. Territorial Acknowledgement

Jared brought the meeting to order at 1:06 pm and gave thanks for the opportunity to work, learn and play on the unceded traditional territory of the Ktunaxa and home to the Shuswap and Metis.

#### b. Welcome to Board Members and members of the Public

Jared welcomed members and guests to the meeting. Jared recognized new members to the Board; Nathan Dueck, EdCo Chair, and Jess Mooney, Student Representative. Regrets expressed from Anne, Randal and Nic who were unable to attend.

### 5.2 Order of Business

#### a. Additions and approval of the agenda

The following items were added to the agenda:

##### 5.2.b Oath of Office

#### **MOTION to approve the agenda as amended**

**MOVED by Darlene, seconded by Sharon, carried**

#### b. Oath of Office – Nathan Dueck and Jess Mooney

Jess and Nathan delivered their oath of offices and shared a quick biography with members.

### 5.3 Consent Agenda

The items included on the Consent Agenda consisted of:

- a. Confirmation of Minutes: November 4, 2022
- b. Media Releases
- c. Board Budget

- d. Cheque Register
- e. Status Report

**MOTION to approve the items on the consent agenda as presented  
MOVED by Laine, seconded by Lucy, carried**

#### **5.4 Monitoring Report:**

##### a. Winter Semester – Stable Enrolment Report

Robin reviewed the Stable Enrolment Report provided to members. The format of the report has been changed to provide more clarity for the Board. As of Winter Semester Stable Enrolment day we have a total 1455 students (headcount), 1079 are domestic, 134 that identify as Indigenous (up 4.7%) and 242 International students. Compared to numbers from last year, domestic enrolment is down 1.4% while international is up significantly by 34.4%. Overall enrolment is up 3.2%. Other institutions are experiencing a similar trend with most institutions seeing bigger declines in domestic and higher gains International enrolments.

Table 2 takes a broader snapshot compared to last year and Table 3 a more granular picture program by program. FIT and CLOP as well as Continuing Education are not included in this report as they follow a different timeline, and we are looking at other ways to capture these numbers.

#### **5.5 Unfinished General Business:**

There was no unfinished general business

#### **5.6 Business Arising and/or New Business:**

##### a. QAPA Report Presentation

Robin gave a presentation of the QAPA 2022 Report and walked Board members through the process that was followed for the audit. The process included a self-study which was submitted to the committee with three of the indicated programs being chosen for the audit. A panel of three external examiners then conducted a two-day site visit to meet with senior administrators, deans and program review teams.

The QAPA panel then compiled a report with some commendations, affirmations, and recommendations for each of the programs. The College was then tasked with providing a response which was submitted to the Degree Quality Assessment Board. We received very good feedback from the committee and there were no surprises in their recommendations. The College will undergo a QAPA review at least every eight years and will be implementing an internal annual review period process for the in between years.

##### b. WIST – Program Suspension (information)

The Wireless Systems Technician diploma program was first run as a pilot in 2020 – 2022. The program was funding through one-time Digital Super Cluster funding with one cohort of 4 students who successfully completed the program in June of 2022. The Ministry provided one-time funding for a second pilot cohort which was scheduled to run in September 2022 but has been pushed back due to low enrolments and eventually cancelled.

Despite increasing our recruitment efforts, offering entrance bursaries, and creating dual credit opportunities during the fall, we were unable to attract sufficient numbers to run the program.

We have three high school students (dual credit) that want to take three courses in this semester so we are working on options to offer these to them and have confirmed with BCIT that they would honour the credits for these students should they wish to continue into a full program.

Due to these factors we are choosing to suspend the program at this time. This decision is the responsibility of the Vice President Academic and is being brought to the Board for information only.

c. Tuition By-Law Letter

The Tuition Bylaw Letter for 2023 – 2024 was included in the meeting document package for the Board's information. The letter outlines the 2023 – 2024 Tuition and Mandatory Fees as approved by the Board at the November meeting.

d. 2023-2024 Operating Budget

The Finance and Audit Committee met earlier today and were given a detailed presentation of the 2023 – 2024 Operating Budget. Dianne reviewed the budget summary document as provided noting that we are projecting a deficit of approximately \$2.2 million dollars which is slightly improved from our Q3 projection.

Lainee explained that we are not normally permitted to pass a deficit budget, but as we are currently in our third year where we are projecting a deficit (due to the ongoing impact from the COVID pandemic) the Ministry is permitting us to put forth a request (to Treasury Board) to run a deficit. Jason Butler from the Ministry joined the Finance and Audit committee and provided the Ministry perspective indicating that neither the Ministry nor the Treasury Board are expressing any concerns and that there is a broad understanding that this will not be the last year that institutions will be seeing deficits, but they are looking at what factors are contributing to the deficit, what has been done to reduce it and our path back to black.

**MOTION: Whereas the College of the Rockies continues to operate with exceptional circumstances due to a global pandemic;**

**And Whereas the College of the Rockies has accumulated surpluses in excess of the deficit presented for the budget;**

**And Whereas the College of the Rockies has consulted with and apprised the Ministry of Post-Education and Future Skills;**

**And Whereas the College of the Rockies acknowledges that ultimate approval of a deficit budget comes from Treasury Board;**

**Be it resolved that the College of the Rockies Board approves the 2023/24 Operating Budget as presented and recommended by the Finance and Audit Committee.**

**MOVED by Lainee, seconded by Jenn, carried**

e. Q3 Forecast

Dianne reviewed the Q3 forecast that was submitted to the Ministry in December after being reviewed by Laine. We are projecting a \$2.2 million dollar deficit for the current year along with the same amount for next year decreased to \$1.9 for the 2024/25 fiscal and \$1.3 for the 2025/26 fiscal. There is an expectation by the Ministry that we achieve a balanced budget by the 2025-26 fiscal. We have been able to improve our projection for the current year by \$1.6 million since the budget was originally approved.

**MOTION to approve the Q3 Forecast as presented and recommended by the Finance and Audit Committee  
MOVED by Darlene, seconded by Amber, carried**

**5.7 Correspondence:**

a. BDO Partner Transition Letter

BDO is currently undergoing a reorganization of their internal structures and we have been assigned a new engagement partner, Sinead Scanlon. Harley and the Cranbrook team will continue to work with us locally. A letter of explanation from BDO was included for information.

**5.8 Officer Reports:**

a. Board Chair's Report

No Board Chair report as Nic was unable to attend today's meeting

b. President's Report

A written Executive Leadership Team report was included in today's meeting package.

Paul indicated that the labour projection report came out yesterday which forecasts more than one million job openings in the next decade, with the province expecting nearly 80% of all job openings will require some level of Post-Secondary education or training. College's will play a large role in helping to provide this training.

There have been changes within the Provincial Government with a new Minister and Deputy Minister along with a change to the Ministry name which is now the Ministry of Post-Secondary Education and Future Skills. The Government direction is starting to take shape with the release of the Throne Speech (indicating that a "Future Ready" skills strategy will be featured in the Budget) and the next budget will be released on February 28<sup>th</sup>.

We continue to see absences across our employee groups and students because of COVID which has put a strain on our services and employees. We are seeing a higher need for our counselling services and advising for students. Despite COVID we have made many advances across the College and have very strong relationships with our unions and management groups. We are continuing to build our relationships with our Indigenous partners.

We have hosted several internal conversations within the College about what we have heard out of the Employee Engagement Survey 2022 and how we can all work together to shape our way forward. We will be

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holding a management retreat and all employee townhall in March, where we will continue the conversations by identifying initiatives that will move the College forward.

c. EdCo Report

Nathan shared highlights from his written EdCo report noting that the January meeting was light with no new business being discussed. Nathan thanked Sharon for her mentorship into his new role and thanks Board members for welcoming him aboard.

**5.9 Agenda Items for Next Meeting:**

The next meeting of the Board will be taking place on March 9, 2023. Anyone having agenda items for the next meeting please reach out to Nic, Paul or Susan.

**5.10 Information and Good of the Institution:**

Dianne shared that the College will be hosting the provincial (PACWEST) volleyball championships Feb 24 & 25. Going into the finals the men are sitting 2<sup>nd</sup> and the women are sitting 4<sup>th</sup>. Jenn announced that we will be having our 1<sup>st</sup> in-person career fair since COVID and we already have 54 registered vendors with many new faces. Lucy has linked up with some organizations to create opportunities for Black History Month and will also be going to Victoria as part of the business competition.

**5.11 Questions from the Public regarding any Agenda item:**

Joan Kaun, CORFA President, was our only public member and introduced herself to the newer members on the Board. Joan asked about the format change for the Stable Enrolment report from FTE to Headcount which Robin explained was done to simplify the report for Board purposes and for easier interpretation. Joan also asked why there was no increase in the budget line for delivery of instruction with anticipated wage increases in the current round of bargaining. Dianne explained that the Ministry had advised institutions not to include any projections in the 2023 – 2024 Operating budget until finalized. It should be noted that these increases will be funded so will be a net zero. We are anticipating that we will be required to be back in a balanced budget situation by the 2025 – 2026 fiscal.

**5.12 Adjournment**

**MOTION to adjourn at 2:40 pm**

**MOVED by Lainee**

**Distribution to Members:**

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

**College:**

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