

Jared	Basil	Appointed member – Chair
Lainee	Eccleston	Appointed member – Vice Chair
Angela	Etheridge	Appointed member
Anne	Glassford	Appointed member
Randal	Macnair	Appointed member
Amber	Van Drielen	Appointed member
Nathan	Dueck	Chair – EdCo
Jenn	Smith	Elected CUPE
Sharon	Demaine	Elected Faculty
Lucy	Adams	Elected – Student Representative
Paul	Vogt	President & CEO
Deb	Carty	Vice President, External Relations
Robin	Hicks	Vice President, Academic and Applied Research
Ariane	Tennant	Executive Director, Human Resources
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

### 3.1 Welcome and Call to Order

The meeting was called to order by Chair, Jared Basil at 1:13 pm

#### a. Territorial Acknowledgement

Jared delivered the territorial acknowledgement

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

Jared welcomed members of the Board and the Public to today's meeting.

### 3.2 Order of Business

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

The following item was added to the agenda:

3.6 e. Appointment of the Auditors

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

**MOVED by Randal, seconded by Lainee, carried**

#### b. Election of Board Chair and Vice Chair

As per Board By-Law 9.b an election of a Chair and Vice Chair is required to be conducted annually at the September meeting of the Board. Jared welcomed Dianne to the table to conduct the elections for Board Chair and Vice Chair.

Dianne called for nominations from the floor for the role of Board Chair. Randal nominated Jared Basil for the position of Board Chair. Jared agreed to let his name stand. Dianne repeated the call for nominations two additional times with no further nominations being expressed.

Jared Basil was elected to the position of Board Chair by acclamation.

Dianne called for nominations from the floor for the role of Vice Chair. Anne nominated Laine Eccleston for the position of Board Vice Chair. Laine agreed to let her name stand. Dianne repeated the call for nominations two additional times with no further nominations being expressed.

Laine Eccleston was elected to the position of Board Vice Chair by acclamation.

Jared thanked Dianne for conducting the elections and looks forward to working with Laine in her new role.

c. Oath of Office – Angela Etheridge

Angela recited her oath of office and will sign and send to Susan. Jared welcomed Angela to the Board.

d. Board Resignations and Appointments

Jared shared that Nic Milligan has reached the end of his term and due to his current position as Mayor of Fernie was not re-appointed to the Board for another term. Darlene Trach has resigned from the Board for personal reasons. Jared thanked both Nic and Darlene for their valuable contributions to the Board.

Jared noted that we currently have two vacant seats for appointed Board members on our Board and encouraged members to bring forward suggestions for additional members.

### 3.3 Consent Agenda

The Consent Agenda consisted of the following items:

- a. Confirmation of Minutes: June 8, 2023
- b. Media Releases
- c. Board Budget
- d. Cheque Register
- e. Status Report
- f. Q1 Report

**MOTION to approve the items on the Consent Agenda as presented**

**MOVED by Laine, seconded by Sharon, carried**

### 3.4 Monitoring Report:

There were no monitoring reports

### 3.5 Unfinished General Business:

There was no unfinished business

### 3.6 Business Arising and/or New Business:

- a. Public Bodies Report - Approval

Each year we are required to submit a Public Bodies Report to the Ministry which outlines the financial expenses paid out by the college to suppliers in excess of \$25,000 and employees in excess of \$75,000.

(there is talk at the Ministry level about raising this threshold to \$125,000). It also includes a reconciliation

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report and schedule of guarantees and indemnities as well as any severance agreements completed in the fiscal year. This report, for fiscal year ended March 2023, is prepared under the Financial Information Regulations, Schedule 1 ss 6(7) and 6(8) and is being presented here today for approval by the Board. This is a public report and will be posted on Sharepoint for employee information.

Dianne reviewed the details of the Public Bodies Report for the Year Ended March 31, 2023 and responded to questions. The deadline for submission to the Ministry is September 30, 2023. Once submitted the report becomes a public document and is shared with our union leaders.

**MOTION to approve the Public Bodies Report as presented and recommended by the Finance and Audit Committee**

**MOVED by Laine, seconded by Randal, carried**

b. 5 Year Capital Plan – FINAL approval

The 5 Year Capital Plan was approved in principal at the June meeting of the Board and has been submitted to the Ministry. The three top priorities items are:

1. Health Science Center (combined with housing)
2. Learning Commons Expansion – Phase 2
3. IT Data Centre Revitalization Project

The Ministry has since asked for a separate housing request which Dianne and Allan have submitted and is estimated at \$15 million. Paul spoke with the ADM regarding some alternate housing models in our regional campus communities, and was told that proposals would be considered.

**MOTION to grant final approval for the 5 Year Capital Plan as presented**

**MOVED by Laine, seconded by Anne, carried**

c. 2022 – 2023 Institutional Accountability Plan and Report

Each year, public Post-Secondary institutions submit Institutional Accountability Plans and Reports to the Ministry. The reports include the institution's goals, objectives and performance measure results and ties in directly to our Strategic Plan, the Mandate Letter and Government's overall direction. The report is a mechanism to ensure that we are reaching the priorities as laid out by the government as well as to map out our intentions moving forward.

Robin reviewed some of the changes in the report from past years and answered questions from Board members. This report requires approval from the Board.

**MOTION to approve the 2022 – 2023 Institutional Accountability Plan and Report as presented**

**MOVED by Lucy, seconded by Randal, carried**

d. 2024 – 2025 Domestic Tuition Fees

Dianne reviewed the proposed tuition fee changes for the 2024 – 2025 Academic Year. The Ministry has set a 2% limit on tuition and mandatory fee increases which in our case results in an estimated additional \$75,000 in revenue annually which goes entirely to support students and education programs. In order to

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keep up with financial and inflationary pressures it is advisable to consider this increase. Not approving an increase would result in a compounding shortfall moving forward.

Members engaged in a lengthy discussion regarding the merits and consequences of the proposed increases on both students and the College. A decision made today will have compounding effects going forward.

**MOTION to approve an increase of 2% increase to tuition and mandatory fees for the 2024 – 2025 academic year in compliance with the government's Tuition Limit Policy and as recommended by the Finance and Audit Committee.**

**MOVED by Laine, seconded by Anne, carried**

e. Appointment of Auditors

On July 21st, a request for proposals for the financial audit of the College was posted publicly on BCBid. The competition closed on August 18th.

One accounting firm responded to the Request for Proposal – BDO Canada LLP. As such, no scoring was required to compare proposals. A panel of three individuals met to discuss the proposal from BDO and have agreed to recommend that, based on their proposal, BDO be appointed as the financial auditors of the College.

**MOTION to approve the appointment of BDO Canada LLP as financial auditors of the College for the fiscal year ending March 31, 2024, renewable annually for an additional four-year period as presented and recommended by the Finance and Audit committee.**

**MOVED by Laine, seconded by Anne, carried**

### **3.7 Correspondence:**

a. Final Funding Letter

We have now received our Final Funding Letter from the Ministry for the 2023 – 2024 Fiscal year. This letter outlines the grant expectations for the year along with FTE targets. Amounts are as expected. This letter is provided to the Board for information.

b. ASP Funding Letter

The Ministry continues to provide targeted funding to support the implementation of the Aboriginal Service Plan Program in the amount of \$250,000 to each institution. This letter is provided to the Board for information.

c. LFG Funding Letter

This letter outlines the funds being provided to the College to support the Learning for Future Grant Provincial Tuition Waiver Program for the upcoming year. This letter is provided to the Board for information.

### **3.8 Officer Reports:**

#### **a. Board Chair's Report**

Jared encouraged members to take part in the various events happening in our communities for the upcoming National Day for Truth and Reconciliation.

#### **b. President's Report**

We started off the academic year with very successful "Kick-Off" events for both our students and our employees. Over the summer we were able to offer support to those who were affected by the evacuations due to fire. Robin spearheaded the supports from the College side and many employees came in in on hours or from vacation to assist. Planned capital projects progressed over the summer along with recruitment and hiring for positions including a new Director of International and additions to our CITL Team. Paul just returned from a series of meetings in Vancouver (BCC, TTBC, PSEA).

Enrolment has been steady seeing slight decreases in domestic enrolment and a 21% increase in international enrolment. Enrolment continues to be a top priority.

Financial sustainability continues to be top of mind. We have approval for this year to run a deficit but need to continue developing our "back to black" plan. The Funding Review that was being developed by the Ministry is currently on hold but we have been successful in receiving one time funding and are utilizing those opportunities to the best of our ability.

The Ministry will be issuing new guidelines in the areas of Indigenous education, international education, cybersecurity and transition from high school to Post-Secondary. Housing continues to be the focus for new funding from the Ministry.

The government has flagged that there will be over \$100 million dollars put into Indigenous education and that they will be moving to a community-up (rather than government-down) model of funding.

Paul will be attending UBMC meetings in October along with local government leaders from our region, where topics will include cybersecurity and labour force strategies. The Ministry has suggested that the Boards should have more oversight in the development of our cyber security measures. To help meet this expectation Nathan Skretting, our CIO Information Technology Services, will be presenting to the Board at our upcoming retreat. As well Colin Ewart, President of BC Colleges will be joining us virtually regarding government priorities and direction.

#### **c. EdCo Report**

Nathan submitted a written report from the June EdCo meeting where the committee approved recommendations brought forward from CSC and received reports from the Dean's on various programs. An annual review will be supplied for the November meeting.

### **3.9 Agenda Items for Next Meeting:**

The following item was identified for the November 3<sup>rd</sup> Public Agenda

- Update on entry doors at the Student Housing – Paul/Dianne



**BOARD OF GOVERNORS' MINUTES**

*Thursday September 14, 2023*

*1:00 pm – 3:00 pm MST,*

*College of the Rockies, Cranbrook Boardroom*

**Public Session 3**

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

Randal shared that while dropping his car off at Spring Honda he learned that Taylor, who would be working on it is a graduate of our Automobile Service Technician program.

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

Joan congratulated Jared and Lainee on their appointments as Chair and Vice Chair and thanked the board for an informative meeting.

**3.12 Adjournment**

**MOTION to adjourn**

**MOVED by Randal**

**Distribution to Members:**

Jared Basil, Lainee Eccelston, Angela Etheridge, Anne Glassford, Randal Macnair, Amber van Drielen, , Jenn Smith, Sharon Demaine, Lucy Adams, Nathan Dueck

**College:**

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