



**MINUTES OF THE BOARD OF GOVERNORS
PUBLIC SESSION NO. 1
Thursday, April 10, 2003 at 4:00 p.m.
Cranbrook Campus Board Room**

Present: Janice Bradshaw, Appointed Member (Chair)
Darrell Bethune, Elected Faculty Member
Cindy Brunel, Appointed Member
Pam Catsirelis, Elected CUPE Member
Bruce Fairley, Appointed Member
Tyler Fraser, Elected Student Member
Kathy Hagman, EdCo Chair
Bob Langin, Appointed Member
Len Luders, Appointed Member
Chris Ondrik, Appointed Member
Jamie Robertson, Elected Student Member
Nick Rubidge, President and CEO

Regrets: Denice Louie, Appointed Member
Dave McAnerney, Appointed Member

College: Marianne Dakin, Board Assistant
Doug McLachlan, Senior Instructional Officer
Heather Schneider, Dean of Instruction and Development
Lynne Shewchuk, Bursar
Pat Bowron, Manager International Partnerships and Development

1.1 Welcome and Order of Business

Ms. Bradshaw took the Chair, called the meeting to order, welcomed the guests and expressed the regrets of the members who were absent. The Agenda was adopted as presented.

1.2 Confirmation of the Minutes

The minutes of March 13, 2003 were adopted as presented.

1.3 Unfinished General Business

None.

1.4 General New Business

None.

1.5 Reports

a) Chair's Report

The Chair reported that she and several staff members were present when Mr. Bill Bennett, MLA Kootenay East, visited the College to present Dr. Rubidge with a one-time unconditional provincial grant of \$425,000. They had discussions regarding the allocation of the money and informed Mr. Bennett that the College would solicit recommendations from staff as to the use of the funds. Ms. Bradshaw asked Mr. Bennett to relay to the Hon. Shirley Bond, Minister of Advanced Education, the College's appreciation of the one-time funding allocation. Ms. Bradshaw met with the Board of Governors subcommittee that developed an evaluation process

for the President. The subcommittee formalized the process document, presented it to the Board and the Board adopted it at today's meeting. Ms. Bradshaw and the Board of Governors attended the College's Awards Ceremony today where \$41,000 was awarded in scholarships and bursaries. She was pleased to see so many students rewarded. Ms. Bradshaw attended the reception for the opening of the Winners Store on behalf of the College.

b) President's Report

Dr. Rubidge highlighted portions of his report, a copy of which is attached. In addition, to his written report he advised that:

- The College has done some follow-up work with the City of Cranbrook and has arranged a meeting with staff to start the discussion of developing the College's site expectations. The City will be invited to share in the College's strategic planning for future growth. Ms. Brunel requested that the Board be provided with a brief report on the discussions with the City of Cranbrook.
- The College has had discussions with other institutions to initiate degree granting.
- The management group and department heads met for a two-day training session on Building a Superior Organization structured around consensus building and team building.
- Dr. Rubidge will be delivering a presentation to the Elkford Chamber of Commerce. He noted that Ms. Brunel had been instrumental in making the arrangements.

c) Education Council Report

Ms. Hagman delivered her report, a copy of which is attached.

d) Deans' and Directors' Reports:

Reports were delivered by the following deans and directors and are appended to the Agenda:

- Doug McLachlan, Senior Instructional Officer and Dean of Instruction
- Heather Schneider, Dean of Instruction and Development
- Lynne Shewchuk, Bursar

Reports were spoken to as follows:

- Dr. Rubidge spoke to the report of Mr. Denis Kielly, Director Human Resources and Business Operations and highlighted the Wellness Challenge.
Ms. Catsirelis spoke to the residence portion of the report.
- Mr. McLachlan spoke to the report of Ms. Donna Lomas, Dean of Instruction and Articulation
- Mr. McLachlan then highlighted portions of the report of Ms. Toni O'Keeffe, Director of Communications and College Relations.

1.6 Correspondence

None.

1.7 Announcements from the Private Session

- The College has received a one-time unconditional grant of \$425,000 from the province that can be used to increase access and upgrade infrastructure and assist the College in realigning its training programs with the province's new industry training model. The College is soliciting recommendations from its staff on the disposition of the funds and will report back to the Board.

- The Board is planning a retreat May 6, 7 and 8 in Golden and will be focusing on future directions and holding discussions with a panel of people from the region re economic trends. The Assistant Deputy Minister of Advanced Education has been invited to attend as well. The Board will also be engaging in strategic vision discussions with the College Executive and will be reviewing the Cranbrook Campus Master Plan. The Board also plans to define the Ends Statements for the governance model and will undertake the annual review of the Board itself and its effectiveness.
- The Board has completed its review of the President's evaluation process and has formally adopted the process.
- The Association of Canadian Community Colleges annual conference is being held in Vancouver May 25 to 27 and the Board Chair and Vice Chair plan to attend. The College has been working with the Canadian Ambassador to Ecuador and has invited a delegation from Ecuador to attend including their new Minister of Tourism and her assistant, the President and the ViceProvost of the private university that the College is in partnership with. The ACCC has invited the College to speak in the international workshop about its project and the College will also be hosting a presentation. It is hoped that the Ecuador delegation will visit the College after the Conference. Three faculty members are currently being interviewed to work on a pilot project in Ecuador during May to August.

1.8 Information and Good of the Institution

- Ms. Bowron advised that the College's Fire Services Training Program was granted accreditation on April 2 through the National Board on Fire Service Professional Qualifications (Pro Board), which is the national professional qualification system of accreditation. The College's program is now one of 34 with national accreditation. The Pro Board Committee indicated to Ms. Bowron that they were very impressed with their site visit in January and the luncheon that was attended by Ms. Bradshaw and several local dignitaries. Through this accreditation process the College has also established some encouraging partnerships with the City of Calgary Fire Department and the District of North Vancouver. This lays a foundation for further development of this type of training.
- Ms. Bowron provided information on the research the College has done regarding SARS. The College has three interns in China and information has been sent to them. Within the community, information has been sent to homestay hosts and a couple of the families have indicated they would prefer not to take a student at this time. Health Canada reports are being closely monitored. Information has been received from Interior Health and Royal Roads University and it has been shared with College staff and students. Ms. Shewchuk attended a Risk Management meeting last week and SARS was the major topic of discussion. It was suggested that people be informed and cautious but don't stop students from attending classes.
- Ms. McKay informed:
 - She had the pleasure of handing out two scholarships and two bursaries on behalf of the Faculty Association at the Awards Ceremony this afternoon. The College of the Rockies Faculty Association is the largest single donor of scholarships and bursaries for COTR students. With a donation of \$4500 per year towards scholarships and bursaries, the COTR faculty were responsible for donating over 10% of the total dollar value of the awards distributed today.
 - Carol Pakkala, the College's criminology instructor, would like to report that the criminology program had a stellar first year. The students seem to have enjoyed the

- program and there has been great involvement from the local justice community. They are keen to participate again next year (doing mock trials, guest speaking, etc.)
- From March 12 to 15 four second year business administration students and their coach, Harry Keller, attended the 2003 Business Simulation Competition at OUC in Kelowna. The team consisting of Heather Folden, Christi Cooke, Samara Harrison and Liana Naegeli did very well.
 - May 1 and 2 will be very busy days for many COTR faculty members. A number of faculty members will be facilitating math and science workshops for the MS Infinity Conference (Math+Science=Infinite Choices). MS Infinity is designed to encourage grade 9 and 10 girls to stay in math and sciences by introducing them to interesting math and science activities and the range of career possibilities that math and science provide. The keynote speaker for the conference will be Dr. Gail Anderson who is a forensic entomologist.
 - In addition, many faculty members will be involved in organizing displays and giving presentations for the Open House scheduled for the late afternoon and evening of May 1.
 - On May 2 in conjunction with the area School Districts, the College will be hosting the Regional Specialist Association professional development day. A number of workshops will be facilitated by College faculty members. Ms. McKay invited the Board members to attend any of the workshops and will see that they are provided with an agenda. She will be delivering a workshop at 1:00 pm on “Singing in Math.”
 - Dr. Stevi Stephens, anthropology and sociology instructor, has an article coming out in the next issue of *Toronto Access* on changing gender patterns in a community in Papua New Guinea based on fieldwork she did in 1991 and on her thesis work in the early 1970’s. The editor of the journal contacted her after seeing her paper in the book “Women in the Canadian Academic Tundra” which is being used as a basis for discussion groups on gender issues at several universities.
 - Thirteen faculty members and sixteen students headed by Dr. Richard Hewko, physics and computer instructor, judged the Cranbrook Science Fair on March 29. Richard and a number of others will also be involved in judging the Regional Science Fair in Creston this weekend.
 - Marty Donatelli, psychology instructor, and Steve Kamps, human kinetics/recreation instructor and Avalanche Coach, are volunteering their time to coach Cranbrook Club volleyball teams, thus introducing area volleyball players to the College in hopes that some of them will become COTR students in the future.
- Dr. Rubidge noted that at this point it looks like the College has had a very successful year both in terms of numbers of students and quality of programming and is in good shape financially. Faculty, staff, managers and students have worked well together this year.
 - The Board has invited the department heads to attend dinner with the Board this evening.

1.9 Adjournment

The meeting adjourned at 5:00 pm.