



**MINUTES OF THE BOARD OF GOVERNORS  
PUBLIC SESSION NO. 1  
Thursday, April 8, 2004 – 3:00 p.m.  
Cranbrook Campus**

- Present: Len Luders, Appointed Member (Board Chair)  
Darrell Bethune, Elected Faculty Member  
Pam Catsirelis, Elected CUPE Member  
Bruce Fairley, Appointed Member  
Tyler Fraser, Elected Student Member  
Colin Lindell, Elected Student Member  
Chris Ondrik, Appointed Member  
Sandra Roberts, Appointed Member  
Nick Rubidge, President and CEO  
Troy Sebastian, Appointed Member  
Stevi Stephens, EdCo Chair
- Regrets: Cindy Brunel, Appointed Member  
Bob Langin, Appointed Member  
Dave McAnerney, Appointed Member
- College: Elke Airone, Disability Services Coordinator/Advisor  
Marianne Dakin, Board Assistant  
Denis Kielly, Director of Human Resources and Operations  
Donna Lomas, A/Senior Instructional Officer  
Velma McKay, Faculty Association President  
Heather Schneider, Dean of Instruction and Development  
Lynne Shewchuk, Bursar

### **1.1 Welcome and Order of Business**

Mr. Luders took the Chair and called the meeting to order at 3:00 pm. He informed that it had been necessary to postpone the scheduled presentation by the Community Campus Children's Society. The Agenda was adopted as presented.

### **1.2 Confirmation of the Minutes**

The minutes of the meeting of March 11, 2004 were confirmed as presented.

### **1.3 Finance**

#### **a) Finance/Audit Committee Report**

Mr. Fairley advised that the Finance Committee had met earlier in the day and received information from Ms. Shewchuk relating to the funding that we can expect from the Ministry and our FTE targets. The Committee discussed the proposed budget for 2004/05 and looked closely at the operational side of the budget, particularly the revenue side. In summary, the Committee is satisfied that the administration has a plan in place to enable the College to continue to maintain its momentum in the face of demographic challenges and the Committee recommended that the Board approve the budget.

b) Status Report (*Agenda attachment*)

Ms. Shewchuk spoke to the summary status report to February 2004.

**1.4 Monitoring Report** (*Agenda attachment*)

a) Report on Ends Statements 4, 5 and 7: Advisory Committee Reports,  
Disability Services Report, Wellness Team Report

Mr. Kielly spoke to the Wellness Team Report, which outlined the Team's mandate, history of events and events planned for the future.

Ms. Schneider invited Ms. Elke Airone, Disability Services Coordinator/Advisor, to expand on the Disability Services Report. Ms. Airone advised that she is seeing an increase in an older disabled working group and those with psychiatric difficulties. These students require different support systems. Crisis counseling for students is an issue that is becoming more apparent. Ms. Airone addressed questions from the floor. Mr. Luders thanked Ms. Airone for her report.

Ms. Schneider and Ms. Lomas spoke to the Advisory Committee Report and addressed questions from the floor. Selection of members for the committees was discussed and Mr. Fairley suggested the administration enlist the Board members to help them with recruiting members.

Mr. Luders asked the Board members if there were any additional information they would like regarding this monitoring report. Nothing further was indicated. Mr. Luders, on behalf of the Board, complimented the senior staff for the work that has gone into completing the monitoring reports.

**1.5 Unfinished General Business**

a) Educational Plan Discussion (*Agenda attachment*)

Ms. Lomas spoke to the draft plan, which is still a work in progress, but will be presented to Education Council next week. She will need to address the issue of incorporating the additional 450 FTEs that the Ministry recently allocated. The service plan deadline has been extended to May 14 so there is still an opportunity to submit feedback. Mr. Sebastian suggested the service plan include a definition section for acronyms and that the document be restructured in a more user-friendly manner. He suggested the plan focus on admission, retention and graduation of Aboriginal students rather than having more Aboriginal students registered. Ms. Lomas addressed questions from the floor.

**1.6 Business Arising and/or New Business**

a) Community Campus Children's Society Presentation

Mr. Luders advised that the presentation was postponed until a later date.

**1.7 Correspondence** (*Agenda attachment*)

a) 2004/05 Budget Letter

Ms. Shewchuk spoke to the budget letter that was in the agenda package and then delivered a presentation summarizing the government grants.

## **1.8 Items Brought Forward from the Private Agenda**

None.

## **1.9 Linkage to Ownership**

### a) Chair's Report

Mr. Luders noted that he did not have a report this month.

### b) President's Report (Agenda attachment)

Dr. Rubidge spoke to his written report and added that for the past month his time had been taken up with budget and future planning.

### c) Deans' and Directors' Reports (Agenda attachments)

The reports of the following Deans and Directors were attached to the Agenda:

- Denis Kielly, Director Human Resources and Business Operations
- Donna Lomas, Dean of Instruction and Articulation
- Doug McLachlan, Senior Instructional Officer and Dean of Instruction
- Toni O'Keeffe, Director of Communications and College Relations
- Heather Schneider, Dean of Instruction and Development
- Lynne Shewchuk, Bursar

At the request of Ms. Roberts, Ms. Lomas explained that articulation is a process of making sure that courses being taught are consistent throughout the various institutions so that students can transfer smoothly throughout the system. Faculty attend articulation meetings about once a year. Articulation agreements can be made between institutions to allow students to transfer their credits.

In response to Mr. Bethune's question, Ms. Schneider advised that approximately 100 new computers were purchased this year. There is a regular rotation of about 3.54 years on average, but it is not the same for everyone, because some faculty and staff need renewals more often because of their specialities.

### e) Education Council Report (Agenda attachment)

The report of Dr. Stephens, Education Council Chair, was attached to the Agenda.

Copies of the handouts that were distributed at the recent CoEdCo meeting are available upon request.

## **1.10 Agenda Items for Next Meeting (June)**

Discussion on the Quality Project with Dr. Agnes Koch. Copies of Dr. Koch's report will be provided to the Board.

In response to a request from Mr. Bethune, Dr. Rubidge discussed his suggestions for an ends statement review at the Board retreat in May.

### **1.11 Information and Good of the Institution**

- Ms. O’Keeffe advised that the press had been invited to Aboriginal Awareness Week. Ms. Schneider commended Ms. Leona Daniels, Aboriginal Coordinator, for her hard work to ensure the success of the event.
- Mr. Kielly will be attending the Avalanche Volleyball Teams Awards banquet and Dr. Rubidge will be presenting awards to two athletes for academic achievement.
- Ms. Schneider informed that IT Services is looking at purchasing about twenty laptops with wireless connections which will be available through the library for students and staff.
- Ms. Schneider provided information regarding the Interface Fire Project, a job creation project in partnership with Human Resources Skills Development, Forestry, the City and the Chamber of Commerce. It is a project for cleaning up the forest, as there are now fire protection requirements. Ms. O’Keeffe will arrange for the Board to visit the project while the Board is in Invermere in May.
- Ms. O’Keeffe advised that \$42,000 in scholarships and bursaries was awarded to students. In addition to that about \$14,000 in emergency loans and bursaries was handed out throughout the year.
- Ms. McKay reported that as President of the Faculty Association (CORFA) she had the pleasure of presenting the CORFA scholarships and bursaries to deserving students. She pointed out that CORFA is the largest single donor of scholarship and bursary funds, at \$4500, and their contributions are responsible for over 10% of the \$42,000 given out in scholarships and bursaries each year.
- Dr. Rubidge read the letter of appreciation sent by Alpine Meadows Lodge to the Golden campus regarding the Adventure Tourism Business Operations Program.
- Dr. Rubidge shared several of the very positive remarks from dentists who evaluated our dental assisting students at their practicum sites.
- Ms. Ondrik commended the instructor and the team of business administration students who recently won medals at the annual BC Business Competition hosted by Kwantlen College. Eleven colleges participated.
- Ms. Catsirelis commented on how much she enjoyed the grade 7 students from Creston who were given a tour of the College and residence by student services staff.
- Ms. Shewchuk complimented the Student Association for their successful barbeque held at noon yesterday.
- Dr. Rubidge noted that he attended the Crannies Film Festival, where he viewed films produced by the College’s film studies students.

### **1.12 Questions from the Public on Any Agenda Item**

There were no questions.

### **1.13 Meeting Evaluation**

Mr. Farley delivered his evaluation of the meeting. In summary, he did not note any issues.

### **1.14 Adjournment**

The meeting adjourned at 5:00 p.m.