



**MINUTES OF THE BOARD OF GOVERNORS  
PUBLIC SESSION NO. 5  
Thursday, December 9, 2004 – 3:00 p.m.  
Cranbrook Campus**

Present	Len Luders (Board Chair) Sarah Boychuk Bruce Fairley Crystal Green Bob Langin Chris Ondrik Ann Rice Sandra Roberts Nick Rubidge Mark Wagner	Appointed Member Elected Student Member Appointed Member Elected Student Member Appointed Member Appointed Member Elected Faculty Member Appointed Member President and CEO Elected Support Staff Member
Regrets	Jim Bailey Cindy Gallinger Dave McAnerney Troy Sebastian	EdCo Chair Appointed Member Appointed Member Appointed Member
College	Marianne Dakin Denis Kielly Doug McLachlan Toni O’Keeffe Lynne Shewchuk Star Cardinal Velma McKay	Board Assistant Director of Human Resources Senior Instructional Officer Director College Relations Bursar Aboriginal Coordinator President CORFA

**5.1 Welcome and Call to Order**

Mr. Luders took the Chair, called the meeting to order at 3:00 pm and called for round table introductions.

**5.2 Order of Business**

The Agenda was adopted as circulated.

**5.3 Confirmation of the Minutes (*Agenda attachment*)**

The minutes of the meeting of October 14, 2004 were confirmed as circulated.

**5.4 Finance**

a) Finance/Audit Committee Report

Mr. Fairley reported that the Finance/Audit Committee met today. Ms. Shewchuk provided a thorough review of the interim financial statements. The College is on budget both in terms of revenues and expenditures.

b) Financial Status Reports

Ms. Shewchuk reviewed the September and October 2004 financial status reports. She informed that there might be a slight surplus at the end of the year.

**5.5 Monitoring Report** (*Agenda attachment*)

a) Report on Ends Statements #3, 4, 5 and 7

Mr. McLachlan spoke to the FTE interim report and noted that it has been presented to the Ministry. He addressed questions from the floor.

Mr. McLachlan asked Star Cardinal, the Aboriginal Education Coordinator, to speak to her Report. Ms. Roberts and Mr. Luders commented on the high quality of the Aboriginal newsletter, the *Aboriginal Arrow*. In response to Mr. Fairley's question as to how well the needs of the Aboriginal students are being met, Ms. Cardinal noted that good steps are being taken and while the overall needs of students are being met, more needs to be done. The College provides comfortable surroundings and is a leader in the community in terms of cultural awareness. She informed that her term as coordinator ends at the end of January and Robyn True will return to COTR on January 17.

Ms. O'Keeffe spoke to the parent focus group report, highlighted several areas and addressed questions from the floor.

**5.6 Unfinished General Business**

There was no unfinished general business.

**5.7 Business Arising and/or New Business**

There was no new business.

**5.8 Items Brought Forward from the Private Agenda**

None.

**5.9 Linkage to Ownership**

a) President's Report (*Agenda attachment*)

Dr. Rubidge spoke to his written report. There was a discussion on the challenges associated with apprenticeship training. Mr. Luders remarked that he enjoyed the email Dr. Rubidge recently sent to staff recounting his trip to Africa.

Dr. Rubidge addressed questions around the College's new organizational chart.

b) Deans' and Directors' Reports (*Agenda attachments*)

The following Deans and Directors spoke to their written reports, which were attached to the Agenda.

- Doug McLachlan, Senior Instructional Officer and Dean of Instruction
- Denis Kielly, Director of Human Resources and Business Operations
- Toni O'Keeffe, Director of College Relations

Mr. Luders noted that the reports of Donna Lomas, Dean of Instruction and Articulation, and Heather Schneider, Dean of Instruction and Development, were attached to the Agenda.

There was a discussion on applied degrees. It was explained that an applied degree is different from a traditional academic degree in that it can be offered at colleges and institutes and will have a stronger component that directly relates to a field of employment.

Ms. Shewchuk, Bursar, circulated and spoke to her written report.

e) Education Council Report (Agenda attachment)

Dr. Bailey's report was attached to the Agenda.

## **5.10 Agenda Items for Next Meeting**

None

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

Ms. McKay reported:

- Norma Sherret, Resident Care/Home Support Assistant instructor, reports that our RCHSA students held a tea to honour and thank the older adults in the community who participate in the RCHSA communications course. These senior members of our community meet with the students every week for six weeks and the students learn to develop their communication skills and develop relationships with people of another generation. This older adult visiting program is a tremendous asset to our students and all the seniors involved in the program indicate that they enjoy the opportunity to share in the students' learning and education.
- Ann Rice, Biology instructor, reports that the faculty development guest speaker fund and the Students' Association sponsored a presentation by Dr. Sue Johanson who did a "Sex with Sue" talk. I'm told that the turnout was great and the audience was mostly COTR students who were exceptionally attentive.
- Gretchen Whetham, coordinator of the Business Administration program and BUAD instructor, reports that the business department held a successful Career Fair on November 17. We had about a dozen guests available for one-to-one conversations with the BUAD, ABT and Computer students. About half of the guests were college grads; the others were from various businesses and professions that attract our students.
- Richard Hewko, Physics instructor, reports that the 14<sup>th</sup> annual boomerang contest took place November 30 with twelve students taking part. The big winner overall was "Big Ben" Wilson winning the coveted Coca Cola jacket.
- Kathy Bonell, Early Childhood Education instructor, reports that students in the Child, Youth and Family Studies program, Early Childhood Education Specialty, are contributing to the East Kootenay Child Care Resource and Referral newsletter which has a subscription of over 2000 people – specifically sharing different approaches to developing curriculum that can be used to support child development across five domains – art, music, language arts/literature, science and math.
- Kathy also reports that a first draft of the Observing and Recording Across the Lifespan Student Manual is receiving positive reviews and valuable recommendations for the next printing – the manual is in its infancy but they are working hard for it to be another revenue generation project for the College – as was the Babies and Beyond poster and pamphlet available through the COTR library.

- On December 6 Tammy Kiss, the Faculty Association's representative on the Federation of Post Secondary Educators' Status of Women Committee and on the College's Personal Safety Advisory Committee, organized a moving display commemorating the 15<sup>th</sup> anniversary of the Montreal Massacre, the senseless death of fourteen young women at L'ecole Polytechnique in Montreal. It is hard to believe that for many of students these annual displays are the first awareness of an event that changed the way our country viewed violence against women.
- Karen Cathcart who works in the Adventure Tourism Business Operations program in Golden, reports that the ATBO students are working the Golden Tourism Association and the Golden Area Initiatives Economic Development Office, designing a visitor profile card. This is the first step to garner a better understanding of the market visiting Kicking Horse Country. All costs of the project are being covered by the GAI and GTA. The end result will be two practicum placements for our students to track and distribute the cards to local businesses and to collect the data and analyze the data with my assistance. This project has spearheaded the development of a local Destination Marketing Organization. Betty Roper and her team have been a great support for this project. Thank you.
- Sharon Richardson, English Language Training instructor, reports that the ELT 89 class, a new drama course for ELT students, attended the Mt. Baker High School production of *MidSummer Night's Dream*.

Ms. Green reported that the Students Association

- has been working hard to make the student body aware of the Association
- organized a Halloween Dance at the Colombo Lodge and approximately three hundred people attended.
- has produced three editions of *Insights*, the student newspaper, and they hope to complete a fourth before exams begin.
- in partnership with the Faculty Association sponsored Dr. Johanson's presentation, which was attended by about four hundred people.
- assisted the Wellness Committee with the "Giving Tree" located in the College library. The Tree will be donated to the transition house. A bake sale was held yesterday to raise money for the student tree.
- has sponsored a colouring contest for students, staff and children and student response has been great.

Mr. Langin mentioned that a few weeks ago he watched a televised volleyball game between the University of Calgary and UCLA. Tyler Fraser, former Board member, played well for the U of C. The College was mentioned several times and received a lot of recognition.

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

There were no questions.

## **5.13 Meeting Evaluation**

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

## **5.14 Adjournment**

Mr. Luders commented on the fact that the private session ran over time. He apologized to those who had to wait for the public session to begin, but it was important for the Board to carry

on with its discussions. In future, the private session will start at 1:30 pm to allow more time for discussion.

Ms. McKay requested that a sign be posted on the board room door to identify whether the board is in private or public session.

The meeting adjourned at 5:00 p.m.

---

Len Luders, Chair