



**MINUTES OF THE BOARD OF GOVERNORS**  
**PUBLIC SESSION NO. 6**  
**Thursday, February 9, 2006 – 3:00 p.m.**  
**Cranbrook Campus**

Present	Bob Langin (Board Chair) Jim Bailey Bryan Flynn Ingrid Liepa Len Luders Chris Ondrik Ann Rice Sandra Roberts Nick Rubidge Troy Sebastian Mark Wagner	Appointed Member EdCo Chair Elected Student Member Elected Student Member Appointed Member Appointed Member Elected Faculty Member Appointed Member President and CEO Appointed Member Elected Support Staff Member
Regrets	Andy Cohen Marko Maryniak	Appointed Member Appointed Member
College	Pauline Bennison Marianne Dakin Denis Kielly Velma McKay Doug McLachlan Ron McRae Heather Schneider Ardy Smith Miller Dianne Teslak	A/Dean of Instruction Executive Assistant to the Board Director of Human Resources President of the Faculty Association Senior Instructional Officer A/Dean of Instruction Dean of Instruction Dean of Instruction A/Bursar
Guest	Gerry Warner	Press

**6.1 Welcome and Call to Order**

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

**6.2 Order of Business**

The Agenda was adopted with the following amendments:

- 6.4 (b) should be December 2005 Status Report
- Delete: 6.4 (c)

**6.3 Confirmation of the Minutes (*agenda attachment*)**

The minutes of January 12, 2006 were adopted with the following correction: 5.4 b) should refer to the November status report.

## **6.4 Finance**

### a) Finance/Audit Committee Report

Ms. Roberts, Chair of the Finance/Audit Committee, reported that the Committee met today and had a good discussion for the first hour with the external auditor, Harley Lee of BDO Dunwoody. Mr. Lee is the external auditor who acts as the eyes of the Board of Governors and assures us that everything is as it should be. The Committee invited him to the meeting because they have been reviewing their terms of reference and want to ensure a close working relationship with the auditor. The Committee will help guide the auditor through the audit. Mr. Lee gave a detailed report to the Committee of some of the changes being made in the accounting industry. It was refreshing to note that the things we wanted to meet with him about were also the same as the things he wanted to meet with the Committee about because we are all being directed in the same manner which is to ensure that the finances of the College are being governed appropriately. We talked at length about our terms of reference in relation to the Public Sectors Best Practices Guide. There are a few adjustments that we are going to incorporate.

The Committee reviewed the financials for the month of December and are very comfortable with the statistics this month. Ms. Roberts invited all the Board members to attend the Committee meetings if they wish as the meetings provide a good overview and more detail than the summary status report, which is the document presented at the Board meeting.

### b) December 2005 Summary Status Report

There were no questions for Ms. Teslask on the status report.

## **6.5 Monitoring Reports**

### a) COTR Institutional Service Plan Report 2004/05 (*agenda attachment*)

Dr. Rubidge explained the Institutional Service Plan cycle. In June the College will be required to report to the Ministry of Advanced Education on the College's 2005/06 Service Plan.

### b) COTR Institutional Service Plan 2005/06 2006/07 (*agenda attachment*)

Mr. McLachlan explained the process for the development of the Plan and addressed questions from the floor re deviation of actual from target, key criteria and the statistics from the Central Data Warehouse. He noted that the objectives (some of which are actually activities) are overly detailed and these will be simplified when the 2006/07 2007/08 Plan is written. We will ensure our planning is still relevant but the key goals will remain.

Mr. Luders suggested that we try and structure the plan differently so that we can link our Ends Statements into it. Dr. Rubidge explained that we take the Ministry's Service Plan and then try and show how we will help the Ministry achieve their plan.

## **6.6 Unfinished General Business**

None.

### **6.7 Business Arising and/or New Business**

Mr. Langin welcomed Mr. Gerry Warner from the Cranbrook Daily Townsman and thanked him for attending the meeting.

### **6.8 Correspondence**

- a) Letter of January 20, 2006 to the  
Minister of Economic Development (agenda attachment)

Mr. Langin, on behalf of the Board, expressed thanks to Mr. Cohen for writing the letter to the Honourable Colin Hansen, Minister of Economic Development.

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

None.

### **6.10 Linkage to Ownership**

- a) President's Report (agenda attachment)

Dr. Rubidge spoke to his written report, highlighted the challenges outlined in his report and addressed questions from the floor regarding tuition. He anticipates that the building expansion will go to tender this week.

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

The following spoke to highlights in their written reports, which were attached to the Agenda or distributed at the meeting:

- Doug McLachlan, Senior Instructional Officer, circulated his report
- Dianne Teslak, A/Bursar
- Denis Kielly, Director of Human Resources and Business Operations
- Pauline Bennison, A/Dean
- Ardy Smith Miller, Dean of Instruction

The report of Donna Kraus-Hagerman, Manager of Marketing and Communications was attached to the Agenda.

Mr. McLachlan advised that Mr. Ron McRae will be acting Dean until a permanent replacement is hired for Ms. Schneider who has taken a position at Okanagan College. Mr. McLachlan acknowledged Ms. Schneider and thanked her for the work she has done at the College and added that we look forward to a good working relationship.

Mr. Langin, on behalf of the Board, thanked Ms. Schneider for her years of service to the College. Dr. Rubidge also noted the huge contribution she has made and he wished her great success.

- c) Education Council Report (agenda attachment)

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

### **6.11 Agenda Items for Next Meeting**

None.

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

Ms. McKay distributed a handout detailing some of the recent activities of the members of the Faculty Association. In addition, she mentioned that Elaine Eccleston, Business Administration and Local Government Management instructor, will be presenting a workshop at a national conference of Aboriginal Finance Officers Association of Canada in February.

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

There were no questions.

### **6.14 Meeting Evaluation**

Mr. Sebastian delivered his evaluation of both the private and public sessions. In summary he did not note any issues.

### **6.15 Adjournment**

The meeting adjourned at 4:35 p.m.

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Bob Langin, Chair