



**MINUTES OF THE BOARD OF GOVERNORS  
PUBLIC SESSION NO. 6  
Thursday, January 8, 2004 – 3:00 p.m.  
Cranbrook Campus**

Present: Len Luders, Appointed Member (Board Chair)  
Darrell Bethune, Elected Faculty Member  
Cindy Brunel, Appointed Member  
Bruce Fairley, Appointed Member  
Tyler Fraser, Elected Student Member  
Bob Langin, Appointed Member  
Colin Lindell, Elected Student Member  
Dave McAnerney, Appointed Member  
Chris Ondrik, Appointed Member  
Sandra Roberts, Appointed Member  
Nick Rubidge, President and CEO  
Troy Sebastian, Appointed Member  
Stevi Stephens, EdCo Chair

Regrets: Pam Catsirelis, Elected CUPE Member

College: Marianne Dakin, Board Assistant  
Denis Kielly, Director of Human Resources and Operations  
Donna Lomas, Dean of Instruction and Articulation  
Velma McKay, President of the Faculty Association  
Doug McLachlan, Senior Instructional Officer  
Toni O’Keeffe, Director of College Relations  
Heather Schneider, Dean of Instruction and Development  
Lynne Shewchuk, Bursar  
Dianne Teslak, Manager of Financial Operations

**6.1 Welcome and Order of Business**

Mr. Luders took the Chair and called the meeting to Order. He welcomed everyone to the public meeting and called for round table introductions. The Agenda was adopted as presented.

**6.2 General Consent Agenda**

There were no items to bring forward.

**6.3 Confirmation of the Minutes**

The minutes of the meeting of November 13, 2003 were confirmed as presented.

**6.4 Finance**

a) Finance/Audit Committee Report

Mr. Fairley noted that the finance and audit committee had met prior to the Board meeting. They received a number of reports from the Bursar. Mr. Fairley explained that in addition to the summary Status Report that is given to all Board members, the committee is given additional information to peruse. The committee reviews the financial information in greater

detail and questions anything that comes to its attention. However, the one page status report is sufficient to meet the statutory requirement of the Board to monitor the financial status of the College. Mr. Fairley further explained that now that the Board is following the corporate governance model, Dr. Rubidge is required to bring to the Board any deviation from budget once it reaches a certain percentage figure. In summary, the committee did an analysis of revenue and expenditures over the core operating grant and the special projects area of the budget. The committee commented on how much activity the College does outside of that which is core block funded. This is a good measure of the health of the College, which is on budget. It is anticipated there will be a surplus at the end of the fiscal operating year.

## **6.5 Monitoring Reports**

The Chair explained that now that the Board has received a couple of monitoring reports, they should endeavour to determine what is appropriate for the administration to report on and what the Board would like to monitor. The Chair stressed that it is important for the Board members to read these reports prior to the meeting and come prepared so that management isn't required to go over all the printed material in their presentation, but instead only highlight portions of their reports. Also, the Chair would like the Board to think about the material and consider whether this is the kind of information that is important for them to monitor and whether they have suggestions.

Ms. Schneider spoke to the Board of Directors Report that was attached to the Agenda. This month's report focuses on Ends Statements Nos. 3, 4 and 6 and highlights contract services and continuing education. Ms. Schneider addressed questions from the floor.

The Chair asked if there were any further information the Board would like. The following was suggested:

- demographic breakdown of students (age, sex, participation rates at each campus)
- is there a way of gauging whether there are segments of the population that aren't accessing programs
- what is the process for determining programs, what are the future directions and where are the opportunities
- fund breakdown (i.e., funds from HRDC, industry, government) and what are the targets

The Chair thanked Ms. Schneider for her comprehensive report. At the next Board meeting Ms. Schneider will provide information related to these suggestions

## **6.6 Unfinished General Business**

- a) None.

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

- a) Quality Project

Mr. Kielly informed that a consultant was retained by the College in early September to lead the Quality Project which was to "define quality in a post-secondary education context, to determine how quality can be measured in that context, and to determine how quality measurements can assist the College in achieving its goals." Since that time the consultant has conducted considerable research and held meetings with a Steering Committee and a Focus Group within the College. Both groups included students and employees from various areas

within the College. Recommendations were reviewed and accepted by the Executive Committee and presented to the College community in November. For the next phase of the project Dr. Rubidge will invite several College staff to participate in seeing the project move forward. They will work with the consultant and look at what recommendations can be implemented right away and how to move others along over time.

b) Proposed Amendments to Post Secondary  
Employers' Association Constitution and Bylaws

Dr. Rubidge explained that the proposed amendments have implications for the traditional role of the college board. Minister Collins has advised that the bylaws of the Association should be amended so that collective agreements are ratified by the Post Secondary Employers' Council rather than institutions. Dr. Rubidge explained that there has been considerable interest throughout the system and he is bringing it to the Board as an information item.

There was a discussion around the implications of the amendment and how the Board will operate in this new venue. The Chair noted that there is a need for the Board to cooperate with the government of the day, but in a consultative manner. It was suggested that there should be some communication put on record to express the Board's concern around the lack of prior consultation.

***MOVED** that the Board of Governors send a letter to the government stating our concern re lack of consultation and that we do not believe the change is necessary or reflective of regional concerns.  
(Troy Sebastian/Bob Langin) Carried with one abstention*

c) Report on Corporate Governance Conference

Mr. Sebastian reported that he attended the conference and felt that it would have been useful to have gone through the Board's governance process. Overall it was a good conference but it tended to focus on boards for profit organizations so much of the information that was shared wasn't relevant. The conference was held in conjunction with the Women in the Lead Organization, which promotes the involvement of women in business and corporate leadership roles. The event was well coordinated and efficient, the speakers were well worth it, but there was a lot of expense that wasn't warranted.

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

No items were brought forward.

**6.9 Linkage to Ownership**

a) Chair's Report

Mr. Luders reported that he and Dr. Rubidge participated in a conference call with the Board Chairs and Presidents of the rural colleges to discuss the proposed amendments to the constitution and bylaws of the Post Secondary Employers' Association that Dr. Rubidge referred to under item 6.7 b) above. He and Dr. Rubidge will meet with this group in Vancouver on February 2 to talk about common issues facing the rural colleges.

b) President's report

Dr. Rubidge highlighted portions of his report that was attached to the Agenda. He then delivered a power point presentation that reflected some of the issues and challenges he and Ms. Lomas addressed with the Ministry during their recent visit to Victoria. He discussed an analysis of funding equity and incentives, a comparison of the College's operating costs and operating fund deficit projections to 2006/07. He commented that the College is being successful but at some point needs to be rewarded to help sustain its success.

c) Deans' and Directors' Reports

Copies of the Deans' and Directors' Reports 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

d) EDCO Report

Dr. Stephens, EdCo Chair, delivered her report, a copy of which is attached.

## **6.10 Agenda Items for Next Meeting**

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

Ms. Ondrik suggested that Mr. Kielly contact the East Kootenay Regional Hospital regarding the use of the College residence for hostel rooms.

Ms. McKay reported:

- The business administration program held a career fair in late November for COTR business students. There was good support from the community representatives from banking, financial planning, accounting, human resources, retail & consulting who attended and spoke to students. Faculty in the program hope to do it again next year.
- Betty Mosher and nine 2<sup>nd</sup> year ecology students visited Kootenay Orchards, TM Roberts and Pinewood elementary schools in December. They did 1 1/2 hour programs with grades 3 and 4 students on fire ecology. Board members are invited to check out the bulletin board outside the lecture theatre for more information.
- Doug McBride (biology instructor) has just returned from a leave of absence during which he worked on a mushroom identification book for the Interior of BC. He reports that he has completed digitizing 85 high quality images for the book and is now working on writing the text which will include a comprehensive introduction, along with physical descriptions, information on how, when and where mushrooms can be found, information on whether they are edible or not and a brief personal or historical story about each mushroom. Doug hopes to have the writing completed by December of 2004 and has provided me with email copies of some sample pages which look great to me.
- Marty Donatelli (psychology instructor) informs me that Chris New (CUPE) and the environmental committee have teamed up with the RDEK to have all our e-waste (old computers/monitors, etc.) transported to Calgary for proper environmentally conscious disposal.

- Kathy Hagman (applied business technology instructor) would like the Board to know that ABT has reinstated their evening program after a two year hiatus. It is hoped that the reinstated program will assist currently employed individuals achieve upgrading in PowerPoint, WebPage Design, FrontPage and the new technology used in administrative office work without affecting their “day jobs.”
- Over the past years the practical nursing program has established a link with older adults in the community. As part of their gerontology speciality students spend an afternoon per week with an older adult in their homes. The resident care program adapted this as part of their program a few years ago and now the two programs have been able to coordinate this aspect of their programs so that the resident care students visit for the first three weeks then the practical nursing students visit for the next three weeks. This works out well because often the older adults expressed disappointment when the 3 weeks were over and now they are visited for 6 weeks instead. This year the annual Thank You Tea for participants is scheduled for February 6. The instructors and students in both programs are looking forward to this very pleasurable event, as are the older adults who will be attending.
- The Faculty Association will be inviting the Board to a wine and cheese social sometime in the not too distant future.

Ms. O’Keeffe distributed a press release regarding the track. The College is seeking the support of an external organization to take over the management and funding of the Community Track that is located adjacent to the Cranbrook Campus. An ad will be placed in the paper next week for expressions of interest.

**6.12 Questions from the Public on Any Agenda Item**

There were no questions.

**6.13 Meeting Evaluation**

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

**6.14 Adjournment**

The meeting adjourned at 5:10 pm. The next meeting will be held on Thursday, February 12, 2004.

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Len Luders, Chair