



**MINUTES OF THE BOARD OF GOVERNORS
PUBLIC SESSION NO. 5
Thursday, January 12, 2006 – 2:30 p.m.
Cranbrook Campus**

Present	Bob Langin (Board Chair) Jim Bailey Andrew Cohen Bryan Flynn Ingrid Liepa Len Luders Marko Maryniak Chris Ondrik Ann Rice Sandra Roberts Nick Rubidge Troy Sebastian Mark Wagner	Appointed Member EdCo Chair Appointed Member Elected Student Member Elected Student Member Appointed Member Appointed Member Appointed Member Elected Faculty Member Appointed Member President and CEO Appointed Member Elected Support Staff Member
College	Pauline Bennison Pat Bowron Marianne Dakin Leona Gadsby Denis Kielly Donna Kraus-Hagerman Serge Lacroix Velma McKay Yvonne Nelson Ardy Smith Miller Dianne Teslak	A/Dean of Instruction Director International Executive Assistant to the Board Regional Literacy Coordinator Director of Human Resources Manager Marketing and Communications Manager Facilities President of the Faculty Association Human Resources Advisor Dean of Instruction A/Bursar

5.1 Welcome and Call to Order

Mr. Langin took the Chair, called the meeting to order at 2:30 pm. and called for round table introductions.

5.2 Order of Business

The Agenda was adopted as presented.

5.3 Confirmation of the Minutes (*Agenda attachment*)

The minutes of October 13, 2005 were adopted as circulated.

5.4 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. She 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. The Committee is pleased with the documents presented. Ms. Teslak was asked to invite the auditor to attend the next meeting of the Committee, at which point in time the Committee will have a discussion as to what his

plan is for the audit and whether there is anything the Committee would like the auditor to seek out on the Committee's behalf.

b) December Summary Status Report

Ms. Teslak distributed and spoke to the December 2005 Summary Status Report.

c) Financial Statements to December 31, 2005

Ms. Teslak explained that the financial statements to December 31 were just produced yesterday. She provided a brief analysis and explained that she will provide a more in-depth projection to year end at the February meeting.

5.5 Monitoring Reports (agenda attachment)

a) Report on Ends Statements #3, 5 and 6

Contract Services Report

Continuing Education Report

Mr. McLachlan spoke to the Continuing Education Report and Contract Services Report. The Report was discussed and Mr. McLachlan addressed questions from the floor regarding Ed 2Go online courses, continuing education demographics and course evaluation, contract training targets and revenue and the marketing of contact training and continuing education courses in the community. Mr. McLachlan and the campus managers plan to attend a national conference organized by the Association of Canadian Community Colleges dealing specifically with continuing education and contract training.

There was a brief discussion on whether the monitoring reports are effective in meeting the objectives of the ends statements and how the Board could evaluate/measure this. Mr. Langin and Dr. Rubidge will consider this further and possibly include it as a discussion item at the Board's retreat in May.

b) Executive Limitations: Internal Control of Compensation and Benefits
(agenda attachment)

The Audit and Finance Committee has been asking the College to present it with process reporting to assure there are control procedures in place. In response to this request Ms. Nelson presented her report on the internal control of compensation and benefits and the Committee shared some ideas with her. Mr. Luders commended Ms. Nelson for her well prepared report.

It was suggested that when the managers are sent the month end information, they should initial it in order to ensure they are reviewing it. This would provide some assurance at the end of the year that the Board has a role in making certain that there are adequate control mechanisms in place.

5.7 Business Arising and/or New Business

a) Presentation by Quality Champions Group

Dr. Bonnie Bukwa and Mr. John McDonough presented background information on the Quality Champions group and delivered a video presentation. The purpose of this group is to assist and support individuals, groups or departments who are engaged in activities to enhance the quality and reputation of the College. There was a brief discussion and they addressed questions from the floor. Mr. Cohen requested a copy of the CD. Mr. Langin commented on

the superb quality of the video presentation and thanked Dr. Bukwa and Mr. McDonough for delivering their excellent presentation to the Board.

5.6 Unfinished General Business

a) Diversity

Ms. Smith Miller explained that the Board has had previous discussions around its end statement No. 8 which states that as a result of the College of the Rockies, the East Kootenay region has an awareness and appreciation of diversity. She further explained that it is a challenge to measure the indicators and identify variables, but the College is continuing to research means of identifying and assessing the performance indicators with the goal of the College having a positive impact on diversity in the community.

She then outlined some of the kinds of activities in which the College is involved to promote diversity:

- We are increasing the visibility of First Nations instructors at our campuses and through video conferencing to other communities, so we are putting a face to that part of our community;
- We are also increasing programming in the area of First Nations studies and programs designed to meet specific identified needs of the First Nations communities – one being the Aboriginal Youth Culture and Language program, designed to prepare individuals who wish to work as Aboriginal education support workers, early childhood education cultural support workers or as First Nations native language instructors in the public schools. Some of these courses are part of a fully on line two year program we are working on with five other colleges in the province that leads to an Associate of Arts degree in First Nations Studies.
- We are also preparing the Bridge to Health program, which is an upgrade program for those students wishing to enrol in college level health programs.
- A possible survey of the program advisory committees and families that homestay our international students to determine their perception of the impact that College is having on the community at large.
- We are looking at having a speaker series open to the public, which is an idea put forward by the University Studies department, and part of the focus would be bringing in speakers of various backgrounds on issues related to diversity.
- Currently, there is a survey going out to the Shuswap community through the Invermere campus looking at identifying their specific course and programming needs.
- a forum or focus group discussion is being considered with representatives of the local and regional First Nations with a view to refining some of the long range plans to develop specific course work to meet specific identified needs in those communities.

Mr. McLachlan commented on the service side of the College. As noted previously it has been a challenge to report on the ends statement and, in the past, reports on Aboriginal Services, Disability Services and International Education have been presented to the Board. Mr. McLachlan explained that the Diversity Committee has taken on a couple of key activities: an essay contest around racism, a film festival and the clothesline project. There is an ongoing awareness in the curriculum, e.g., the Child Youth and Family Studies department have incorporated specific courses on multiculturalism. We are also partnering with outside agencies

and groups and have been working with the First Nations community to assist with the Barbara Coloroso workshop which will also be offered via video conferencing.

Mr. Sebastian expressed his thanks for the work that has been done at the College but he believes the institution is comparatively not at the same level as are some other institutions. He informed that March 21 is the International Day for the Elimination of Racial Discrimination for which there is a national calendar of events.

5.7 Business Arising and/or New Business

b) Presentation by Leona Gadsby on the Columbia Basin Alliance for Literacy

Dr. Rubidge introduced Ms. Leona Gadsby, an Adult Basic Education Instructor at the Invermere campus of the College of the Rockies and the Regional Literacy Coordinator for the East Kootenay as well as the Executive Director of Administration for the Columbia Basin Alliance for Literacy. Her work has been recognized and she has received a number of national and provincial awards.

Ms. Gadsby informed that the Columbia Basin Alliance for Literacy was formed in 1999 and has assisted more than 3600 adults who have registered in a variety of classes, workshops and literacy programs from preschool programs to workplace literacy. The Alliance was presented with the first annual Council of the Federation for Literacy Award. Only one award is presented to each province and territory annually. Ms. Gadsby in turn presented the award to the College's Board and explained that Premier Campbell would like to see BC become the most literate province in Canada by 2015. She then thanked the College and noted that without its support the Alliance would not be able to carry out its work.

Ms. Gadsby reminded that the 13th annual literacy golf tournament will be held at the Radium Hot Springs Resort in June and she extended an invitation to attend.

Mr. Langin, on behalf of the Board, extended congratulations to Ms. Gadsby.

c) 3 Year Education Plan for Industry Training Authority

Dr. Rubidge noted that the Board has approved the Three Year Education Plan for the Industry Training Authority. He highlighted portions of the plan which recognized the demand and need for trades training in the region.

5.8 Items Brought Forward from the Private Agenda

Mr. Langin advised that the Board is pleased to announce that they are fairly close to concluding a new contract with President Rubidge and they are very pleased that Dr. Rubidge is going to remain with the College.

5.9 Linkage to Ownership

a) President's Report (Agenda attachment)

Dr. Rubidge spoke to his written report and highlighted the challenges outlined in his report.

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
- Denis Kielly, Director of Human Resources and Business Operations
- Ardy Smith Miller, Dean of Instruction
- Pauline Bennison, A/Dean
- Donna Kraus-Hagerman, Manager of Marketing and Communications
- Dianne Teslak, A/Bursar

The report of Heather Schneider, Dean of Instruction, was attached to the agenda.

Dr. Rubidge noted that he had regretfully accepted Ms. Schneider's resignation as she has accepted a Dean's position at Okanagan College. He thanked Ms. Schneider for her twelve years of service to the College. Her excellent work in trades training has been recognized provincially. Mr. Langin on behalf of the Board also thanked Ms. Schneider for her service to the College.

Mr. Flynn commented that the women's volleyball team has been unsuccessful and questioned whether it was due to the lack of continuity in the coaching ranks. Mr. Kielly addressed recruiting problems.

c) Education Council Report (Agenda attachment)

Dr. Bailey's report was attached to the Agenda. He explained that he and Dr. Rubidge appear to be interpreting the College and Institute Act differently with respect to what matters EdCo should bring to the Board. Policy governance and interpretation of the Act will be discussed at the Board's annual retreat in May.

5.10 Agenda Items for Next Meeting

5.11 Information and Good of the Institution

- Ms. McKay reported that faculty is diligently at work for the startup of the semester.
- Dr. Rubidge acknowledged the hard work of Mr. Lacroix, Facilities Manager, on the expansion. If all goes according to plan we will be going to tender soon.

5.12 Questions from the Public on Any Agenda Item

There were no questions.

5.13 Meeting Evaluation

Ms. Ondrik delivered her evaluation and did not notice any issues.

5.14 Adjournment

The meeting adjourned at 5:00 p.m.