



**MINUTES OF THE BOARD OF GOVERNORS
PUBLIC SESSION No. 8
held on Wednesday January 9, 2002 at 6:00 p.m.
at the Cranbrook Campus**

Present: Denice Louie, Chair
Darrell Bethune, Member
Janice Bradshaw, Member
Ann Buckman, Member
Pam Catsirelis, Member
Darko Filipic, Member
Kathy Hagman, Member
Larry Halverson, Member
Gisele Kitchen, Member
Anne Levesque, Member
Geoffrey Nagle, Member
Lowell Paulson, Member
Nick Rubidge, Member
Guy Santucci, Vice Chair

Regrets: Barry Ferguson, Member

College: Marianne Dakin, Board Assistant
Denis Kielly, Human Resources Director
Donna Lomas, Dean of Instruction
Velma McKay, President Faculty Association
Doug McLachlan, Dean of Access Education
Toni O'Keeffe, Director of Communications
Heather Schneider, Senior Instructional Officer
Lynne Shewchuk, Bursar

Visitors: Gayle Clark, Constituency Assistant to Bill Bennett, MLA Kootenay East

8.1 Welcome and Order of Business

Ms. Louie took the Chair, welcomed everyone and called the meeting to order. Dr. Rubidge introduced Gayle Clark, Constituency Assistant to Bill Bennett, MLA Kootenay East, and thanked her for attending. Ms. Louie asked the College staff to introduce themselves.

The following item was added to the agenda: 8.4 General New Business a) Budget Guiding Principles. The Agenda was adopted as amended.

8.2 Confirmation of the Minutes

The minutes of December 12, 2001 were confirmed as presented with the following grammatical amendment: page 4, 7.7a) first line, "except" should be changed to "excerpt."

8.3 Unfinished General Business

a) Strategic Plan

Dr. Rubidge reported on the progress of the Strategic Plan. The College's working group has written a draft of the Plan and it is now being circulated internally. It will be presented to the Board at the February Board meeting.

8.4 General New Business

a) Budget Guiding Principles

Ms. Louie advised that the Board has approved budget guiding principles to guide the College management through the 2002/03 budgeting process. Dr. Rubidge read the principles into the record as follows:

- The College budget will be balanced within the fiscal year: 02/03; 03/04; 04/05
- We will approach the budget development process committed to the principle that quality is more important to us than quantity.
- The College will maintain a physical presence in existing communities.
- We will define our core business based on the outcomes of the Core Services Review.
- The College's decisions will be fair and equitable giving priority to students.
- The College will strategically align itself with Government priorities and the College's Strategic Plan.
- The College will make changes that reflect the needs of the communities we serve.
- The College's actions will strategically place it to be prepared for future growth.
- We value the range and breadth of the College's offerings.
- Reductions through attrition will be sought and supported when possible.
- Service and program efficiencies will be implemented to reduce costs.

8.5 Reports

a) Chair's Report

- Ms. Louie delivered her report, highlights of which are as follows:
- She attended the Christmas dinner at the Creston campus. She commended the Creston staff and their spouses who cooked the dinner. Nearly all of the campus's students attended.
- She and Dr. Rubidge attended a dinner hosted by the Ktunaxa Nation to recognize the Integrated Resources Management program graduates who completed the two year program.
- She participated in the piloting of the on-line questionnaire for the President's evaluation and provided feedback on the process to the consultants.
- She responded to the School District #5 presentation to the Select Standing Committee on Education and is looking forward to meeting with them. Her letter will be addressed under correspondence.
- She attended the Board Finance Committee meeting earlier today.
- She is working towards promoting Board professional development and has arranged for the College's Director of Communications to deliver a presentation on advocacy after the public session this evening.

b) President's Report

Dr. Rubidge referred to his meeting and events schedule which is attached and stated that with the Christmas break it is somewhat shorter than usual. He then delivered his report, highlights of which are as follows:

- January enrolments are good; they are up approximately eight percent from last year. This increase is consistent with September enrolments.
- There has been a surge of requests for information and access to ABE training. This reflects the labour market environment. (i.e., Cominco shut down, forestry layoffs).
- We are pleased to announce that this September we will increase our on-line offerings. This list will include the ABT core program, Buad 101, Comp 153, Econ 101, French 111, Phil 201 and Psyc 152. In January 2003 Buad 102, Econ 102, and Fren 112 will be offered.
- In response to the needs of community we are modifying our course schedule to include Saturday programming, more evening programs and opening earlier than 8:30 am.
- We are experimenting with a "team teaching" arrangement in our First Nations 102 course: Robyn True and Kori Street are instructing and Gwen Philips is facilitating the course. So far this team approach is working well.
- We anticipate that we will be bringing a new transition agreement with the high schools to the Board very soon involving the delivery of French and Spanish courses.
- The senior management group has begun to review the recommendations contributed by staff around the Core Services Review. We expect that we will start to implement some of the suggestions in March.
- In an effort to continue to support our employees the College has renewed its contract with Brown-Crawshaw, our counsellor provider, for an additional two years.
- Our student residence is full and for the first time in January we have a wait list.
- Our volleyball team continues to do very well and is in action here at the College this weekend. They played SAIT last night in Invermere
- The trades sand blasting project is nearing completion and will be ready to go in about a month (this allows for our trades department to blast indoors).
- The gym ventilation upgrade project will be completed by the end of February. The project will allow for better ventilation and gym use in the summer months.
- Installation of a full service elevator to the 3rd floor is now complete and operational.
- The child care facility is coming along nicely and will be completed March 2002. Speaking of child care, we are pleased to welcome Dianne Teslak, our budget technician, back to work after the birth of her second child.
- Planning for Career Fair 2002 is now underway and details will start flowing out over the next few months.
- The College will be working with Shaw Cable to produce a series of vignettes on various program and services areas; these vignettes will start to run this month.
- For the first time the communications department will be putting together an Application Team to go into the eight high schools in the East Kootenay to take on-site applications.

- In order to enhance high school relations the College will also be conducting a pre-orientation for high school students in the East and West Kootenay that will be attending the College in September.
- We are planning to recognize in the Spring those people and organizations in the community who support the College; so far we have six nominations for awards.
- The College Education Plan will be finalized this week.
- Larry Farmer, is leaving the rehab centre and coming home in February. He will still be off work for quite some time.

c) Education Council Report

Ms. Hagman spoke to her report, a copy of which is attached.

8.6 Correspondence

a) Letter from Office of the Clerk of the Committees

Ms. Louie referred to the letter of November 27 from the Office of the Clerk of the Committees acknowledging and thanking the College for its submission to the Select Standing Committee on Education. She drew attention to the Committee's website, www.legis.gov.bc.ca/cmt, and encouraged the Board to visit it.

b) Letter to Board of Trustees, School District #5

Dr. Rubidge explained that at the last Board meeting the Chair was directed to send a letter to the Chair of the Board of Trustees of School District #5 to follow up on the issues the School District raised with the Select Standing Committee on Education. Dr. Rubidge and Ms. Louie anticipate meeting with the School Board Chair and Superintendent within the next month.

8.7 Information and Good of the Institution

- Ms. Louie advised that the Board toured the child care building this afternoon and all were very impressed with the facility and the progress made to date. The facility should make a difference to the futures of the children and their parents who are studying at the College.
- Mr. Halverson suggested it would be useful for the College to have a quick checklist of the prerequisites a high school student would need for each of the College's program areas. The Director of Communications will ensure that a checklist is prepared and posted when the Application Team visits the high schools.
- Mr. Halverson noted that the continuing education guides are now out for the regional campuses. The courses are being well attended in Invermere. He drew attention to the calendar that the Invermere campus faxes to the local businesses. The calendar sets out the dates the continuing education courses are offered, which is an effective way to draw attention to the courses.
- Mr. Halverson informed that the Chief Operating Officer for the Invermere region health council is Linda Basran, who is a strong supporter of the College.
- Mr. Halverson reported that he has heard many positive things about the changed atmosphere at the College and this can be attributed to Dr. Rubidge's leadership.

- Ms. Kitchen reported that the Student Union with the support of the First Nations Student Union held a fundraiser before Christmas to raise funds to buy gifts for underprivileged children. They were able to raise enough money to purchase sixty-four presents in the \$20 to \$25 range. The Student Union is aware that the men's Avalanche volleyball team is doing so well that they may make it to the Nationals so they have committed funds for expenses of the team at the Nationals. They have also been sponsoring the team through the Adopt an Athlete program. They have sponsored three athletes so far and have committed to sponsor four more. They are also contributing to an outdoor basketball hoop at the residence.
- Ms. Schneider noted that the Cranbrook and Kimberley campuses have a combined continuing education guide for their programs. She informed that the College has again secured the contract to do the BC Logging and Safety Training for the Ministry of Forests and Tembec. Last year about 700 people completed the training. The Fire Fighting Training program that we ran has also gone very well. We have nineteen new international students and we are slightly above our projected targets.
- Dr. Rubidge added that the College did receive a letter from the BC Fire Chiefs Association expressing appreciation to the College for creating the program which has received a good deal of support.
- Ms. Hagman reminded that the micro food processing program at Creston is scheduled to start soon and is accepting enrolments.
- Ms. Louie informed that the terms of three Board members, Barry Ferguson, Larry Halverson and Lowell Paulson, expire on January 31, 2002. As it isn't certain at this time whether they will be reappointed she wished to publicly recognize their contribution to the Board. She also recognized Anne Levesque who has submitted a letter of resignation effective January 10, 2002.

8.8 Adjournment

Ms. Louie reminded the members that a professional development session on board advocacy would be held immediately following the meeting.

The meeting adjourned at 6:45 p.m.

Denice Louie, Chair