



**MINUTES OF THE BOARD OF GOVERNORS
PUBLIC SESSION NO. 2
Thursday, June 9, 2005 – 3:00 p.m.
Cranbrook Campus**

Present	Len Luders (Board Chair) Jim Bailey Sarah Boychuk Bruce Fairley Cindy Gallinger Crystal Green Bob Langin Dave McAnerney Chris Ondrik Ann Rice Sandra Roberts Nick Rubidge Mark Wagner	Appointed Member EdCo Chair Elected Student Member Appointed Member Appointed Member Elected Student Member Appointed Member Appointed Member Appointed Member Elected Faculty Member Appointed Member President and CEO Elected Support Staff Member
Regrets	Troy Sebastian	Appointed Member
College	Fairy Marshall Toni O’Keeffe Lynne Shewchuk Dianne Teslak	Assistant to the Bursar Director of College Relations Bursar Manager of Financial Operations and Institutional Accountability

2.1 Welcome and Call to Order

Mr. Luders took the Chair, called the meeting to order at 3:34 pm, welcomed the guests and called for round table introductions.

2.2 Order of Business – no change

2.3 Confirmation of the Minutes (*Agenda attachment*)

The minutes of April 14, 2005 were accepted as circulated.

2.4 Finance

a. Finance/Audit Committee Report

Mr. Fairley reported that a 2-hour meeting of the Finance/Audit Committee had been held.

- i. Committee Terms of Reference have not been reviewed since 1998 and require updating to meld with the Governance Model and the Best Practices Manual. This review has been deferred to the new Finance Committee for review in October.
- ii. Internal Controls: In response to the Auditor’s request for assurances to the Board regarding internal controls, the Committee asked the Bursar and President to report in two specific areas: a. Purchasing: credit cards, inventories, etc., and b. Management of Revenues, to ensure that there is no avenue for abuse. The committee is satisfied that controls are in place.

b. Auditor's Report and Audited Financial Statements

Mr. Fairy reported that the Finance/Audit Committee discussed the Committee's Relationship with Auditor and recommended that the Committee meet with the Auditor prior to the audit process taking place. The Audited Financial Statements were reviewed and found to be in order.

Motion: Fairley/Roberts

THAT the Board approve the Audited Financial Statements for the Year Ended March 31, 2005.

Carried.

2.5 Monitoring Report (Agenda attachment)a. Report on Practicum Placements

Ms. Okeeffe introduced the College's Employment Services and Practicum Placement Officer Ms. Sheena Martin who is responsible for providing for and assisting with placements for 20 different program areas. The College was able to hire 40 of its own students through the Student Opportunities Fund. Ms. Martin noted that the primary workload is between January and April and she is focussed on planning for the upcoming year, trying to promote the benefits of practicum placement to the employer and to market this for the college. It takes effort to convince some employers of the value of placements as the hire is only for 3 weeks and training takes time. Some placements (e.g., Justice Program involving RCMP ride-alongs, court observing, shadowing) do not meet the Ministry definition of Practicum and students are therefore not covered by Workers Compensation. Students are advised that they may have to take their practicums out of Cranbrook. Practicum placements may vary from 3 weeks to 6-7 weeks, depending on the program. Job descriptions are in place and instructors approve both the practicum site and the job description. There were over 300 students placed last year, some of whom did 2 or 3 practicums each.

b. Report on Executive Limitations – Internal Controls re Facilities Projects (LMS)

Mrs. Shewchuk noted that a cost consultant is hired by and reports directly to the Project Manager. Dr. Rubidge advised that the College wants the architectural design independently costed and this is sent out 4 times over the design period to make sure that what is being designed will fall within budget. The first report resulted in meetings with the President, Bursar, Program Deans impacted and the Design Teams with significant reductions to the project. The consultant provides a report to Mr. Lacroix who then discusses it with Dr. Rubidge and Mrs. Shewchuk...proposed changes are then forwarded to the Architect for response. The College will use a 'fixed price' contract and holdbacks to ensure that work meets specifications and within budget. The Architect also monitors those activities. The College must also submit reports to the Ministry.

2.6 Unfinished General Business - nil**2.7 Business Arising and/or New Business - nil****2.8 Correspondence**a. Letter of May 10 from Finance Branch re Annual Capital Allowance

Mrs. Shewchuk advised that the letter from the Finance Branch advised the College of an increase in the Ministry's total Annual Capital Allowance (ACA) budget from 80.1

million to 88.1 million. The College's allocation has been put into reserve for renovations.

b. Response to the College's letter re cancellation of Transitions Funding

Dr. Rubidge advised that the College had received a reply from Allison McFee, Deputy Minister to indicate that College funding had been cut as they were committed to working on a provincial educational strategy directed at individuals and families.

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

Mr. Luders advised that the Board had approved the Operating and Capital Budgets for 2005-06 and had passed a motion to approve a partnership with the School District and the City regarding the operation of the track.

2.10 **Linkage to Ownership**

a. Chair's Report

Mr. Luders reported that he had attended the College's graduation ceremonies, which is a very special day for students and their parents. He thanked Ms. Okeeffe and her staff for their work in putting together the ceremonies.

Mr. Luders reported on the ACCC meetings attended in Moncton, NB and in particular of a meeting with representatives of Mohawk College and the Chair of Okanagan University College re difficulties colleges are facing with the increase in numbers of universities...with faculty and students moving to universities, decline in grade 12 numbers, decline in kindergarten numbers. The query is "Why is the province is establishing more universities when colleges throughout Canada are better positioned to meet the demands of the educational requirements and skills training." Okanagan College is moving to a 'portfolio' college; i.e., every student who graduates will have not just a transcript but a personal portfolio indicating records of achievements and activities. Ontario and Alberta Colleges and Universities have received an increase in funding that hopefully will have positive spin offs across Canada. In response to a query regarding assessments, Ms. Okeeffe advised that the College does assessments community by community, working not just with high schools, but with industry, displaced workers, seniors, focus groups, etc., and hopefully will have done all communities over the next two years.

b. President's Report (Agenda attachment)

Dr. Rubidge reported that the focus and challenges have been to budget formation and work on the facilities project. As a follow-up to ACCC he had the opportunity to meet with the Minister of State for Rural Development responsible for the Tourism Cluster Project. The College of the Rockies was given a high profile in his address to the whole assembly.

c. Deans' and Directors' Reports (Agenda attachments) – received for information.

d. Education Council Report (Agenda attachment)

Dr. Bailey provided an overview of his report. Mr. Bailey will be attending a Co-EdCo meeting June 18 in Vancouver.

2.11 **Agenda Items for Next Meeting**

- Election of Officers

- Finance/Audit Committee appointment
- Finance/Audit Committee Terms of Reference.

2.12 Information and Good of the Institution

- Mr. Luders introduced and welcomed the new Dean of University Studies Dr. Ardy Smith-Miller.
- Mr. Luders reported that next year's ACCC meeting will be held in Calgary and encouraged members to attend.
- Sharon Richardson attended the meeting as Vice-President College of the Rockies Faculty Association. She reported that Darryl Bethune is the new CORFA president. Four CORFA delegates attended the Federation of Provincial Secondary Employees meetings in Kamloops. A number of instructors are on professional development. Instructors took part in high school visits and got a very positive feedback from counsellors and teachers who want them to come back, but a little earlier next year, before high school students make actual decisions to go somewhere else. Hilary Segarty was part of the Sweden exchange project. Darryl Bethune is going to South Carolina in July for a Critical Thinking Workshop.
- Dr. Bailey reported that the College had received a 'donation' service the piano in the lecture theatre in time for the music festival that was attended by 150 students.
- Ms. Ondrik reported on a very valuable workshop at the ACCC conference discussing the Challenges and Roles of Remote Colleges. Success stories involved actively going into schools and speaking with high school teachers and it is good to see that COTR is proactive in this. They also spoke to refocusing, re-entry and results as students going directly from high school to university do not always make it.
- Mrs. Shewchuk reported that the College/City "Fire Services Weekend" will be taking place this coming weekend.

2.13 Questions from the Public on Any Agenda Item - nil

2.15 Adjournment - The meeting adjourned at 4:15 pm

Len Luders, Chair

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