



**MINUTES OF THE BOARD OF GOVERNORS
PUBLIC SESSION NO. 3
Thursday, June 14, 2007 – 3:35 p.m.
Cranbrook Campus**

Present	Chris Ondrik Jim Bailey Sandra Roberts Troy Sebastian Ron Toyota Fernando Arteaga Andy Cohen Nick Rubidge Bob Langin Len Luders Mark Wagner Ann Rice	Appointed Member Ed Co Chair Appointed Member Appointed Member Appointed Member Elected Student Member Appointed Member President & CEO Appointed Member Appointed Member Elected Support Staff Member Elected Faculty Member
Regrets	Lee Mellor Marko Maryniak	Elected Student Member Appointed Member
College	Doug McLachlan Ardy Smith Miller Denis Kielly Dianne Teslak Donna Kraus-Hagerman Dorothy Smith	Dean of Instruction/Senior Instructional Officer Dean of Instruction Director of Human Resources Bursar Manager, Marketing & Community Relations Board Assistant
Guests	Kathy Bonell	CORFA President

3.1 Welcome and Call to Order

Mr. Langin took the Chair, welcomed guests and called the meeting to order at 3:35 p.m. Introduction of Board members took place for Ms. Martin's benefit.

3.2 Order of Business

The Agenda was approved as presented. Mr. Arteaga expressed his dissatisfaction with the Board members' picture on the Board Room wall which was taken last September. He is not in the picture and he feels it is important to include him because of who he represents. Another picture will be taken in September for this Board year and it will include Mr. Arteaga.

3.3 Confirmation of the Minutes

The minutes of April 12, 2007 were adopted as circulated.

3.4 Finance

a) Finance/Audit Committee Report

Ms. Roberts advised the Finance/Audit Committee met earlier today to review the yearly financial year-end report from the auditors. A motion was made and carried to accept the audited Financial Statement for the year ending 2006. A query was raised why the company name appears on the signature line. The Chair stated this is standard procedure as it is the company that did the audit, not an individual.

Mr. Sebastian inquired if there was more scope to the audit this year. The Bursar replied there was more documentation but she cannot say whether there was more testing on internal controls. The auditors talked to a number of budget officers this time and they have not done that in the past. The President stated they also spoke to him.

b) Audited Financial Statements to March 31, 2007

The Finance/Audit Committee was satisfied with the audited Financial Statements to March 31, 2007.

3.5 Monitoring Reports

a) Student Employment Services

Sheena Martin delivered her presentation on Student Employment Services. Reference was made to the Ends Statement 3, "Graduates who possess the knowledge, skills and attitudes needed for employment".

Ms. Martin reviewed the basic things student employment does. They arrange off-campus employment and help students with their resumes, interviews and job search. They provide Employability Skills workshops and have an online version. Two Career Fairs were held this year at the College; one in November and one in March in conjunction with Kootenay Business Magazine. Workopolis Campus is used as a job posting service and is a way of getting the best distribution possible for job postings.

Student Employment Services has assisted in the delivery of practica in 8 out of 18 program areas with a practicum component. The remaining program areas are coordinated/maintained by program faculty. There is a need to have the placements more centralized. Over 300 students participated in College practica related to their program areas.

When asked how many students get jobs as a result of Job Fairs, Ms. Martin replied they do not have the statistics on that but need to work on getting that information. The Work Study program has been replaced by the Student Opportunities Fund. It is self-funded and it is not tied to the Student Loan Fund.

The Chair thanked Ms. Martin for her presentation.

3.6 Unfinished General Business

None.

3.7 Business Arising and/or New Business

None.

3.8 Correspondence

a) University College of the Fraser Valley

Dr. Rubidge referred to the letter written by the BC Political Science Articulation Chair expressing the grave concern of the committee members over the decision of COTR not to offer a course in Canadian politics in the next academic year. A sub-committee was formed and their resolution was contained in the letter. Dr. Rubidge stated this is beyond the Articulation Committee's Terms of Reference and it is totally inappropriate.

COTR is offering two Political Science courses instead of three and the intent is to rotate the three courses due to low enrolment. There are offerings online. Thompson Rivers and Langara offer Political Science courses through distance education. Students can either wait or get the course through the other two institutions.

Ms. Bonell stated some students indicated interest in taking this course. There was frustration around this second-year course not being offered. Students were directed to take the course elsewhere. She sees it as a reduction in offerings. The Articulation Committee has the best interests of students at heart.

Mr. Sebastian said there are better ways to get an idea across; this committee is an appointed committee. They should have ensured they knew we do offer Political Science courses. Using the term "deeply disturbed" was not necessary.

Ms. Rice asked if we have a process for capturing student demands. Maybe we need to look at student needs more closely. Dr. Rubidge stated one way is to look at past interest to see where the trend is. We do monitor student enrolments on a regular basis up until March. In August we readjust where we can. This is not a Board concern but it is brought up because of the letter.

Ms. Bonell stated there is no way to track students who have made a request; we should put information in our calendar that says a course may be offered next year.

Dr. Smith Miller pointed out many of our courses are rotational. The second year course in question is required in one program only and by only one of the receiving institutions. We will get the information out that it will be available in the second-year block.

Dr. Rubidge will draft a letter of response for the Board Chair's signature.

b) College of Registered Nurses of British Columbia

Dr. Rubidge put this item on the agenda for information. The College of Registered Nurses of British Columbia (CRNBC) conducted a review of and approved COTR's Registered Nursing program until the year 2012 with some minor adjustments. COTR will respond to the suggested changes.

3.9 Items Brought Forward from the Private Agenda

- a) Budget Approval – Already addressed by Ms. Roberts.

3.10 Linkage to Ownership

- a) Chair's Report

None.

- b) President's Report (*agenda attachment*)

Dr. Rubidge circulated Pat Bowron's Board Report. Gary Johnson is in China signing a Memorandum of Understanding for health care training programs. Kathy Bonell and eight students are leaving for Ecuador soon. Other faculty traveled to Sweden for professional development. Three COTR students and three faculty acting as consultants traveled to Kenya. Stephen Lewis will be speaking at COTR in October.

- c) Deans' and Directors' Reports (*agenda attachments*)

The Deans' and Directors' written reports were received and filed.

- d) Education Council Report (*agenda attachment*)

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

3.11 Agenda Items for Next Meeting

Board members who have other agenda items were asked to send them via email to the Board Assistant.

3.12 Information and Good of the Institution

- a) K. Bonell – President, CORFA (*attachment*)

Ms. Bonell provided some information on faculty activities. The Faculty Association contributes dollars to Awards & Scholarships and donates \$2,000 to Kids on Campus annually. Ms. Bonell is heading to Ecuador soon and will stay with a homestay family. Professional development supports international opportunities. CORFA hosted the Annual General Meeting of the Federation of Post-Secondary Educators (FPSE) this year. A dinner and dance was held here at the College and colleagues were impressed with how connected COTR is to the community. The Coordinator of the Faculty Development Committee visited the satellite campuses to encourage faculty to apply for PD. 350 patients attended the dental clinic. Several faculty are taking Instructor Diploma courses. A workshop on collegial government will be put on; Kathy will let the Board know when.

- b) Student Association

Mr. Arteaga stated the Student Association will be providing students with a handbook. It will have a picture depicting diversity.

c) Employee Recognition Dinner

Employee Recognition Dinner will be held next Saturday at the Colombo Hall.

3.13 Questions from the Public on Any Agenda Item

None.

3.14 Meeting Evaluation

None.

3.15 Adjournment

The meeting adjourned at 4:55 p.m.

Bob Langin - Chair