



**MINUTES OF THE BOARD OF GOVERNORS
PUBLIC SESSION NO. 8
Thursday, March 11, 2004 – 3:00 p.m.
Cranbrook Campus**

- Present:** Len Luders, Appointed Member (Board Chair)
Darrell Bethune, Elected Faculty Member
Cindy Brunel, Appointed Member
Pam Catsirelis, Elected CUPE Member
Tyler Fraser, Elected Student Member
Bob Langin, Appointed Member
Colin Lindell, Elected Student Member
Chris Ondrik, Appointed Member
Nick Rubidge, President and CEO
Troy Sebastian, Appointed Member
Stevi Stephens, EdCo Chair
- Regrets:** Bruce Fairley, Appointed Member
Dave McAnerney, Appointed Member
Sandra Roberts, Appointed Member
- College:** Marianne Dakin, Board Assistant
Denis Kielly, Director of Human Resources and Operations
Donna Lomas, A/Senior Instructional Officer
Heather Schneider, Dean of Instruction and Development
Lynne Shewchuk, Bursar
Debbie Hope, Faculty Association
- Invited Guests:** Dr. Jim Bayer, Royal Roads University
Dr. Gerry Nixon, Royal Roads University

8.1 Welcome and Order of Business

Mr. Luders took the Chair and called the meeting to order at 3:00 pm. He welcomed everyone and mentioned that Dr. Jim Bayer and Dr. Gerry Nixon from Royal Roads University had been invited to deliver a presentation to the Board. The Agenda was adopted as presented.

8.2 General Consent Agenda

There were no items to bring forward.

8.3 Confirmation of the Minutes

The minutes of the meeting of February 12, 2004 were confirmed as presented.

8.4 Finance

a) Finance/Audit Committee Report

The Finance/Audit Committee did not meet today.

b) Status Report (Agenda attachment)

Ms. Shewchuk spoke to the summary status report to January 2004.

8.5 Monitoring Report (Agenda attachment)

a) Report on Ends Statements 2, 6 and 7: Program Review Process,
On-Line Learning and Trades/Apprenticeship Programs

Ms. Schneider spoke to the Trades/Apprenticeship Programs report. Ms. Ondrik thanked Ms. Schneider for providing the program details in her report, which she found very helpful. Ms. Schneider stated that she is very proud of the work being done by her staff in the trades programs and commended her assistant, Ms. Judy Kolesar, and Ms. Cindy Touzin, Vocational Secretary, who have done an excellent job with the apprenticeship program.

Dr. Rubidge noted that Ms. Schneider's department made a tremendous amount of changes to the trades programs and had taken many risks when the limitations were removed after the Industry Training and Apprenticeship Commission was dissolved. Ms. Schneider and her staff took advantage of this opportunity and expanded COTR's range of offerings and served more students whereas many institutions stayed at status quo.

In response to a question on growth areas, Ms. Schneider responded that the department is looking at offering electrical training.

Ms. Lomas then spoke to the new program review process and the challenges with data collection. She discussed the on-line learning report and provided statistics for 2003. The business administration and applied business technology programs have been very successful and are targeted for development.

8.6 Unfinished General Business

None.

8.7 Business Arising and/or New Business

a) Revisions to Educational Directions (Agenda attachment)

Ms. Lomas spoke to the process for the revisions to the Educational Directions and noted that this is a parallel process to the writing of the Service Plan. She has produced a document for consultation purposes and is asking for feedback with a goal to having a finalized Service Plan by April 15, which is when the plan must be up on the College's website. She then delivered an overhead presentation on the development of the plan for 2004 – 2009.

Ms. Lomas distributed the first draft of the consultation paper. She and Ms. Schneider would like to have feedback by the end of March so that a plan can be brought to Education Council and the Board in April.

Dr. Rubidge thanked Ms. Lomas for the tremendous time and effort she has put into this project.

b) Royal Roads University Presentation

Dr. Rubidge introduced and welcomed Dr. Jim Bayer and Dr. Gerry Nixon, Royal Roads University (RRU). The Chair called for round table introductions.

Dr. Nixon discussed RRU's mandate and goals. It is a special purpose university designed to focus exclusively on applied and professional programming; especially to focus on the development and delivery of programming in ways to provide access to those who could otherwise not find access to a university education and particularly a post graduate education. They focus on labour market needs and their main strategic goal is to have sustainable profitable growth. Programs are delivered by short residencies and on line courses.

Dr. Bayer thanked the College staff for their kind hospitality. He discussed the types of partnerships RRU has with the College of the Rockies, i) a facilities arrangement which allows RRU to use the COTR residence and teaching facility to offer short residencies for MBA students in July and August; ii) the block transfer agreements, e.g., a graduate from an associate science diploma program at COTR will be accepted into the BSC environmental management program at RRU; a student with a business administration diploma will be accepted into the bachelor of commerce program; and iii) block transfer into the Bachelor of Arts in Criminal Justice Studies and Bachelor of Arts in Applied Communications when a student meets the academic qualifications. Additionally, this past year RRU put aside five seats for each program so that COTR students would be given preferential entry if they met the academic requirements.

Dr. Bayer advised that he and Dr. Nixon have been discussing with COTR other possible programming options and the development of a business plan that would meet the needs of both institutions. Possible options could be to offer criminal justice studies and applied communication programs jointly by offering the first two years at COTR and second two years offered by RRU onsite; i) offer residency portions onsite at COTR and continue to use blended model where distance courses would be offered by RRU; ii) offer 3rd and 4th year of the program totally onsite at COTR and use as many local instructors as possible to deliver the program. Another possibility would be to offer RRU graduate programs onsite if there were sufficient interest.

There was a discussion on access.

Mr. Luders thanked the guests for their presentations.

8.8 Correspondence

- a) Letter from Board Chair, Northern Lights College, to
Assistant Deputy Minister re Improved Bandwidth (*Agenda attachment*)

Mr. Luders drew the Board's attention to a letter that was written by the Board Chair, Northern Lights College, as a follow up to the rural presidents and board chairs recent discussions.

8.9 Items Brought Forward from the Private Agenda

None.

8.10 Linkage to Ownership

- a) Chair's Report

Mr. Luders distributed a booklet summarizing the meeting the President and Board Chair of Selkirk College, Dr. Rubidge and he had with the Kootenay Caucus in Victoria. He noted they had a good discussion and shared information. We have the support of our MLAs and they

appreciated our sharing this information as to how they could help the Colleges. The focus of the discussions was on the heartland strategy and the challenges to the Kootenays. It was a very worthwhile meeting.

b) President's Report (*Agenda attachment*)

Dr. Rubidge also commented on the meeting Mr. Luders referred to. It was unique for two institutions to make a presentation together and was a good example of inter-institutional cooperation. The presentation pointed out that the colleges are a resource the government can use in its economic development. Dr. Rubidge then spoke to his written report.

c) Deans' and Directors' Reports (*Agenda attachments*)

The reports of the following Deans and Directors 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
- Ms. O'Keeffe, Director of Communications and College Relations
- Heather Schneider, Dean of Instruction and Development
- Lynne Shewchuk, Bursar

Ms. Shewchuk noted that the budget will be presented at the Board Finance Committee meeting in April and all Board members are welcome to sit in. She asked that Board members advise Ms. Dakin if they are planning to attend as lunch will be provided.

Ms. Shewchuk asked that all Board members submit any outstanding travel expense claims to Ms. Dakin before the end of March, which is the College's fiscal year end.

e) Education Council Report

Dr. Stephens, Education Council Chair, delivered her report. In the past two meetings EdCo has approved the posting of four new programs: environmental studies; administrative studies diploma in network support; administrative studies diploma in database administration and child youth and family studies.

All members have received copies of the draft of the Education Plan and will get comments back to Donna Lomas by March 31. The next EdCo meeting has been moved forward so that the document can be discussed again before the Provincial deadline. This change also allows the student members to participate in the discussion.

EdCo also approved changes to Math courses. These changes improve the articulation with university engineering programs.

The Awards Committee has received applications for awards and bursaries and will be making those decisions next week. The Program Planning Committee continues to test the new Critical Factor Analysis Process with a variety of programs. This process has led to much philosophical discussion but is definitely thought provoking. The placement exams task force has drafted a preliminary questionnaire for faculty.

CoEdCo will be meeting in Richmond this weekend and I will attend the meeting.

Also, Board members are invited to attend a workshop on “Old Fashioned Skeletal Forensics” that I’ll be teaching for the criminology students at noon at March 17.

8.11 Agenda Items for Next Meeting

Mr. Luders informed that a focus group with funding agencies had been planned for the April Board meeting, but it has been decided to postpone it until a later date because the meeting is the evening before the start of the four day Easter holiday.

8.12 Information and Good of the Institution

Ms. Hope advised:

Duane Holder, Horticulture, reports that the Creston campus has been working closely with the agriculture society to try to meet the training needs for local farmers. The loss of training formerly provided by BC Ministry of Agriculture extension agents has caused the local farming community to look to the College for additional training. He also reports that the COTR Horticulture program is involved in a three year pilot project to review provincial training options for horticulture in BC.

Richard Hewko, Physics, Cranbrook, reports that the spaghetti bridge contest will be held next week. The participants will be building a bridge from 750 g. of pasta that needs to span one metre. Each bridge is tested to determine how much weight it can support. The College record is 90 kg.

Richard also reports that seven instructors and twelve students volunteered to act as judges for the local science fair held last Saturday.

Ken Rintoul, Recreation Management, Cranbrook, reports that second year students in this program assisted with the World Disabled Skiing Championships held at the Kimberley Alpine Resort last week. Students helped both onhill and at the finish line. Ken reports that it was a great exposure for the students to world class athletes and coaches as well as to the local and national organizers.

Wendy Panchyshyn, Transitions Program, Cranbrook, reports that her program has created a partnership with the Canadian Mental Health Association. For a modest fee, the CMHA has graciously agreed to allow the Transitions Program to make use of the Abbott Gardens Amenity Room as a residential skills lab three times a week. Students in the Transitions Program are learning and practicing meal preparation, home maintenance and clothing care skills. Wendy reports that her students like the opportunity to engage in hands on activities to facilitate their movement toward greater independence in a variety of areas.

Mark Zorbas, Business Administration, Cranbrook, reports that the COTR’s team performance during the entire BC Business Competition held at Kwantlen last weekend was outstanding. The team as a whole received a bronze medal for the Best Strategic Plan; team member Sonia Bento received a silver medal for Best Marketing Officer; and Rory Dietrich received a bronze medal

for Best Finance Officer. Cudos go to Sonia, Rory and teammates Debbie Lawrence and Chris Shephard as well as to Mark who acted as their coach.

Stevi Stephens, Sociology, Cranbrook, also teaches a Changes in the Canadian Family Sociology class for the on-site UVic Teacher Education Program. She offered \$300 in seed money for her students to use to make money for a local charity or project that improved life for families or children. The students accepted her challenge and are raising money to support fine arts in local schools. They've gained a number of donated tee shirts, had a competition in local schools for designs and will hold a silent auction of the shirts and other donated items. So far only \$100 of the seed money has been used to have the designs printed on the shirts. Stevi is impressed with the commitment to their community being shown by these former COTR students.

Leona Gadsby, ABE, Invermere, asks that you mark your calendars because the 11th annual literacy golf tournament will be held on June 2 at the Radium Hot Springs Resort. Leona has been named Woman of the Year by the Cranbrook University Women's Club. Leona will be sharing the honour this year with co-recipient Linda Abbott.

Meg Langley, ABE, Golden, reports that she has offered her ABE students some unique extra-curricular activities, which for most of the students are first time experiences. She has collected enough cross-country skis and boots for 10 students to be able to try out cross-country skiing several times this year. They have a track set, by use, from their classroom door, along the river to the campground, which is a great winter playground. She has also organized Yoga classes using first aid mats to pad the floor and make use of twenty minute tapes. She reports that these activities offer students great study breaks and life-long skills. She is hoping to get some funding from the Students Union to pay for supplies for a spring pottery class. She reports that a local potter is willing to provide glaze and firing at a very reasonable cost and hopes that students will be able to make something they can use.

Meg has a workstudy student who helps out with activities and who with direction has "published" two editions of a classroom newsletter, The Students Pony Express, containing stories, jokes, local news and information.

Meg reports that despite some extra-curricular activities, lots of academic work is being done by her thirty students, thirteen working at 090 level, thirteen at 080 level, three at 070 level and one at fundamental level. Meg has expressed concern that the loss of the fundamental program in Golden has been difficult for several members of her community and that two joined her class as a temporary solution. One continues to attend.

The Certified Dental Assisting Program and local dentists are working in conjunction with the Association of Dentists of B.C. to organize a Community Day for Dental Health Month on April 23, 2004. The group will be doing dental work for a select group of community members who do not have dental insurance coverage and who are above the income necessary for government assistance.

In addition to the Community Day, the Certified Dental Assisting Program will be organizing a display at Tamarack Centre to highlight their program as well as the rest of the College.

8.13 Questions from the Public on Any Agenda Item

There were no questions.

8.14 Meeting Evaluation

Cindy delivered her evaluation of the meeting. In summary, she did not note any issues.

8.15 Adjournment

The meeting adjourned at 4:55 p.m.

Len Luders, Chair