



**MINUTES OF THE BOARD OF
GOVERNORS
Cranbrook Campus
Thursday, September 12, 2013
Public Session 2**

Attendance:

Jim	Abbott	Appointed member
Glen	Campbell	Appointed member
Orest	Federko	Appointed member - Chair
David	Handy	Appointed member
Ken	Hoeppner	Appointed member
Rob	Ondrik	Appointed member
Doris	Penner	Appointed member
Gloria	Perry	Appointed member
Joe	Pierre	Appointed member
Richard	Reinders	Appointed member – Vice Chair
Jim	Bailey	Chair – EdCo
Colhane	Martyniuk	Elected CUPE
Grant	Unger	Elected Faculty
David	Walls	President & CEO
Doug	McLachlan	Vice President, Education
Dianne	Teslak	Vice President, Finance
Pat	Bowron	Executive Director, International Affairs
Donna	Kraus-Hagerman	Exec. Director, College Relations & Marketing
Sheila	McDonald	Executive Director, HR
Sue	Bodnaruk	Board Assistant
Public		
Marcel	Dirk	Faculty – US/Faculty Development Coordinator
Sandi	Lavery	Faculty - UVic Teacher Education
Avery	Hulbert	Faculty – US
Pam	Catsirelis	President, CUPE
Joan	Kaun	Faculty – OFAD/VP Bargaining
Darrell	Bethune	Dean of Instruction
Jason	Colombo	Assistant Registrar
Russell	Workun	Dean of Instruction
Betty	Mosher	Incoming Faculty Board Representative (3:55 pm)

* Highlighted: indicates Not in Attendance

2.1 Welcome and Call to Order

David Handy, the newly elected Board Chair called the meeting to order at 3:10 pm. Round table introductions were made and guests were welcomed to the meeting.

2.2 Order of Business

Add: None.

2.3 Confirmation of the Minutes – June 13, 2013

Moved that the Minutes of June 13, 2013 be approved as presented.

Perry/Pierre

Carried Unanimously

2.4 Finance

a) June 2013 Status Report

Ms. Teslak stated that the June 2013 Status Report was reviewed in detail at the Finance Committee meeting held earlier today.

2.5 Monitoring Report

None.

2.6 Unfinished General Business

None.

2.7 Business Arising and/or New Business

None.

2.8 Correspondence

None.

Items Brought Forward from the Private Agenda

None.

2.10 Linkage to Ownership

a) Chair's Report: David Handy

Mr. Handy advised that he was just elected as Chair during the Private Session of the Board earlier today. He will attend the BCC Presidents & Chairs meeting in Vancouver on September 17th. where the Minister of Advanced Education will be in attendance. Mr. Handy will also be meeting with the Board Resourcing Development Office as well. For the past few months, Mr. Federko has been working with Sheila McDonald – Executive Director, HR on getting David Walls on board as President/CEO.

b) President's Report: David Walls

Mr. Walls joined the College on August 19, 2013 as President & CEO and is looking forward to working at College of the Rockies and with the Board of Governors.

During the first two weeks in the role of President &CEO his focus has been on internal contacts and getting to know the college staff and his direct reports. There was opportunity to address all staff at a successful welcome back event and to spend the morning talking to individual staff at the subsequent networking session. Meetings with various staff groups have also occurred. As well, Mr. Walls welcomed new and returning students at the Student orientation held on September 3 and met several students on their first day of attending the college.

Mr. Walls has also met with the President of Selkirk College, Mayor Wayne Stetski and has other meetings planned with many of our external partners.

During the next month, he is scheduled to attend upcoming provincial AGM meetings to be held in the Lower Mainland.

c) **Vice-President, Education Report: Doug McLachlan**

Mr. McLachlan spoke to his written report that was included in the Board Agenda package. He also highlighted the written reports submitted by the Deans of Instruction.

d) **Vice President, Finance: Dianne Teslak:**

Ms. Teslak detailed the reports submitted the Finance Department, Purchasing, and Facilities.

e) **Executive Director, HR: Sheila McDonald:**

Sheila McDonald briefly reviewed her report that was presented to the Board of Governors.

f) **Executive Director, College Relations & Marketing: Donna Kraus-Hagerrman**

Ms. Kraus-Hagerman spoke to reports for the College Relations & Marketing Department which includes Web Marketing & Social Media, Campus Life & Athletics, Production Support Centre and Bookstore.

g) **Executive Director, International Affairs: Pat Bowron**

Pat Bowron addressed reports submitted on Internationalization, International Student Recruitment as well as Business & Development Projects.

h) **Education Council Report**

Dr. Bailey reported that over the summer a quorum was not reached so a written Board report was not submitted. However, Dr. Bailey provided a short verbal update on some discussions at the EdCo meeting. A written report will be submitted for the November Board Meeting.

- i) On behalf of the Board, the Chair thanked Grant Unger for the support, contributions, and commitment he has dedicated to the Board over the past 2 years.

2.11 Agenda Items for Next Meeting

- a) None.

2.12 Information and Good of the Institution

- a. A letter of thanks was received from Elections BC for allowing them to have enumeration officials set up a registration drive table at the College.
- b. The Ministry of Advanced Education has provided one-time funding for COTR's proposal for Foundations Skills Seating funding for one program Electrical Foundations Program (16 seats).
- c. One-time funding has been approved by the Ministry of Advanced Education to support delivery of two additional Health are Assistant program cohorts (Fernie and Invermere) as a result of the Ministry's 2013/14 Call for Proposals for Short Duration Health Education Programs.
- d. The Ministry of Advanced Education will be providing \$11,341 to COTR for the ABESAP program in 2013/14.
- e. T.A.P.S. (Therapeutic Activation Program for Seniors) submitted a letter of

support for the Creston Campus. T.A.P.S. has partnered with the College on a number of initiatives and suggested a number of opportunities for future consideration.

- f. A copy of the revised International Education tuition fees was presented to the Board for their information. Ms. Teslak explained that we are limited by the tuition mandated to raise tuition by only 2%. With international tuition we have ability to set tuition fees as we choose. As well, we have added a one-time application fee of \$100.00 for international students effective January 2014.

2.13 Questions from the Public Regarding any Agenda Item

Ms. Bowron addressed a question regarding international tuition.

Ms. Teslak commented that the operating budget of the College depends only on a portion of the net revenues we expect from International Operations. This approach to budgeting is intentional and limits our risk exposure associated with the natural ebbs and flows inherent in international work. Our international operations have developed quite significant net assets (or savings) over the years with the intent that these would be used to draw on in years where global situations out of our control impact our net revenue streams. The no annual deficit directive, unfortunately, has these net assets frozen and we are unable to draw on them hence the budgeting approach that depends only on a conservative operating fund contribution from international operations.

In the minutes of June 13, 2013 there is a \$96,000 surplus identified in the Status Report. Question was asked what it is used for and whether it can go back into some of the programs and courses that were cut? The operating budget is \$23 million and \$96,000 is considered a small surplus and constitutes a balanced budget. The \$96,000 goes into net operating assets and cannot be used in the next fiscal year. We are not permitted to have a deficit. The surplus mitigates our risk of running a deficit budget. We do have access to capital funding that we can carry over from year to year but the operating money by and large cannot be carried over year to year. A question was also asked as to where we are on the Aboriginal Gathering Place – is it on budget or over-budget. There has been tremendous progress on the facility over the last couple of months and looking like it will be available December/January 2014. The upstairs portion of the building may be available before that time. The stone work that has just been installed is absolutely stunning. As far as being on budget – initially we received \$450,000 from the government and it is difficult to say what the budget was originally as we went back to the Ministry for more money for a larger project. The project is in collaboration with the Ktunaxa and we do have enough money to complete the project. In terms of usage we are still working out the details of what the facility will be used for. We hope that it will be used by different classes and the Joint committee is still working on use. Some of the First Nations community initial thoughts have changed due to the acquisition of their new building. Over the next several months usage will be determined and, it is hoped the facility will be used as much as possible for office space, classrooms, gatherings, etc.

Mr. Handy stated that we also have a new Faculty Board member in attendance. Mr. Handy welcomed Dr. Betty Mosher to the meeting and stated the Board is looking forward to working with her.

2.14 Adjournment

Moved that the meeting be adjourned at 4:07 pm.
Reinders/Perry

Carried Unanimously

David Handy – Chair

Date