



**MINUTES OF THE BOARD OF
GOVERNORS
Cranbrook Campus
Thursday, June 13, 2013
Public Session 1**

Attendance:

Jim	Abbott	Appointed member
Glen	Campbell	Appointed member
Orest	Federko	Appointed member - Chair
David	Handy	Appointed member
Ken	Hoepfner	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
Katie	Hamar	Elected Student
Colhane	Martyniuk	Elected CUPE
Grant	Unger	Elected Faculty
Kellan	Ward	Elected Student
Nick	Rubidge	President & CEO
Doug	McLachlan	Vice President, Education
Dianne	Teslak	Vice President, Finance
Darrell	Bethune	Dean of Instruction
Marilyn	Petersen	Dean of Instruction
Pat	Bowron	Executive Director, International Affairs
Donna	Kraus-Hagerman	Exec. Director, College Relations & Marketing
Sheila	McDonald	Executive Director, HR
Sue	Bodnaruk	Board Assistant
Patty	Tanner	Board Assistant

* Highlighted: indicates **Not** in Attendance

1.1 Welcome and Call to Order

Orest Federko, Chair called the meeting to order at 3:05 pm.

1.2 Order of Business

Add:

1.7 (d) Institutional Accountability Plan

1.3 Confirmation of the Minutes

Moved that the Minutes of March 14, 2013 be approved as presented.

Martyniuk/Pierre

Carried Unanimously

1.4 Finance

None

1.5 Monitoring Report

None.

1.6 Unfinished General Business

a) None.

1.7 Business Arising and/or New Business

a) Audited Financial Statements

The Finance Committee reviewed the Audited Financial Statements and recommends that the Board approve the Statements.

Moved that the Board approve the Audited Financial Statements as presented

Perry/Pierre

Carried Unanimously

(b) Interim Budget Letter/Initial Operating Grant/FTE Targets

The Interim Budget Letter indicates a projection of what the actual budget will be. Interim Supply is in effect and, as such, the operating grant figures provided are notional pending formal voted appropriation, which will follow the election period. The final budget letter will not be here until after the budget is passed. We expect to receive it by September.

(c) 2013-14 Operating Budget

The Draft 2013/14 Operating Budget showed an \$85,000 surplus but the actual budget came in with a \$96,000 surplus.

Moved to approve the 2013/14 current budget.

Hoepfner/Ondrik

Carried Unanimously

(d) Institutional Accountability Plan

The Draft Institutional Accountability Plan and Report is ready to be sent to the Ministry for review. The Draft is due to the Ministry by Friday, June 21st; the final report is due July 19th.

Moved to approve the Draft Institutional Accountability Plan and Report as presented.

Handy/Martyniuk

Carried Unanimously

1.8 Correspondence

None.

1.9 Items Brought Forward from the Private Agenda

None

1.10 Linkage to Ownership

a) Chair's Report

- Thanked the Board for the opportunity to attend ACCC June 1st - 3rd, 2013.
- Found the workshops very informative with some very interesting speakers
- Passed a motion as a group to make the revitalization of the ITA a priority.

b) President's Report:

- The greatest challenge was finding housing for the simulators.
- Had some good discussions with Communities in the Elk Valley. We were met with great respect and it was a real pleasure to work with them.
- James Gorman has been named as the new Deputy Minister, the present Deputy has gone back to Finance. Mr. Gorman has a favorable view of College of the Rockies so it should be a good fit.
- Thank the Board for the privilege of serving/working with them.

c) Executive Reports:

The Executive spoke briefly to some of the highlights of their written reports.

Doug McLachlan:

- another successful Graduation ceremony on May 31
- Preparation for fall Orientation day for September 3 is well underway
- Residence is full for the fall semester with a wait list
- Nursing, Dental, Heavy Duty Mechanics, Electrical, Education Assistant are full with wait lists for fall.
- A revised process for "Identifying & Referring a Student in Difficulty" will be implemented in this academic year.
- An ATBO graduate (Greg Snell) has been shortlisted from 330,000 applicants for an Australian competition
- Rotational programs of Intro to Trades, Health Care Assistant & Hairdressing are all doing well at our regional campuses.
- The College "moodle" server (our on-line "engine") will receive an upgrade this month which will increase our "on-line campus" capabilities.
- More con ed work is evolving with the expansion of Canfor in our region.
- A forestry "boot camp" program will be delivered with the Akisqnuq on reserve this summer
- The Kootenay Regional Workforce table final report has been sent to the Ministry for review and approval. Once this is done the report will be ready for public distribution by late June.
- Fire Training programming is now operating from our Kimberley campus.
- A successful meeting was held with SD5, 6 & 8 superintendents and their key principals and resource people on present and future partnerships.
- PD days were a great success and helps create a sense of pride and teamwork throughout the college.

Dianne Teslak:

- Attended meetings with Districts of Elkford and Sparwood regarding the possible Elk Valley campus expansion.
- Completed staffing competitions for Purchasing Agent and Contract Advisor/Executive Assistant to VP Finance.
- Participated as member of Presidential Search Committee
- Participated in BCC Presidents meeting and ASDT Steering Committee meetings
- Attended ACCC Annual Conference
- All members of the Financial Services team were nominated to receive the College's Extra Mile Award. The department is absolutely honored to receive this kind of recognition.
- E-checke testing phase completed successfully, implementation phase will move forward over the summer months.
- Have completed the transition year to PSAB
- Training and transition to new Purchasing Agent
- Continued support for purchase of truck/trailer to house the mobile Haul Truck Operator Simulator
- Facilities have taken on a larger role in the Residence maintenance which has provided efficiency for the Residence operation.
- Preparing RFP for Fernie and Cranbrook janitorial contracts
- Various projects are in progress including Residence Office upgrades, renovation of space to house haul truck simulators, coordinate work on mechanical upgrades for Welding, Electrical and Kootenay Centre, working with LRC to create a learning commons design.

Donna Kraus-Hagerman:

- Hosted 20 'Student for a Day' tours in April and May
- Hosted several Class Campus visits.
- Hosted 48 grade 9 students for 'Yes 2 It'
- Hosted 'Discover Trades Stakeholders Forum' in the Elk Valley.
- Hosted the Kootenay All Candidates Forum in May
- Participated in the organization of the 37th Annual Convocation May 31
- Sponsored a trade show table and a delegate presence at the Association of Kootenay Boundary Local Governments annual general meeting and conference

Marilyn Petersen:

- Successful bidder on a 5 year \$750,000 Fire Training contract for 600 Fire Fighters in NWT
- Completed delivery of \$605,000 Fire Training contract with SABIC in Saudi Arabia negotiated an additional \$500,000 of fire training for 2013, 3rd and 4th quarters.
- All Fire Programs are being moved to Kimberley Campus under the management of Mike Flowers
- Conducted internal investigation of COTR's compliance with ProBoard policies and procedures – sent follow up letter of COTR's self-study to ProBoard's Accreditation Manager for review.
- Received Workforce Table one-time funding to deliver Industrial Electrician

Level 3 program in 13/14.

- Participated on COTR's bargaining team and concluded negotiations with the College of the Rockies Faculty Association (CORFA) at the end of April.
- Attended BC Health Sciences Deans and Directors, Nurse Educators Council of BC, and BCCAT Transfer and Articulation meetings in Vancouver.

Pat Bowron: International

- International student FTE's increase 3.5% over last year
- International students represented 6.2% of the total student population up from 5.7% in 2011/12
- 34 different countries represented
- 28% of international FTE's were in English Language Training
- 60% of international FTE's were in academic programs at the college level
- In November and December 2012, international students at COTR participated in the International Student Barometer (ISB), delivered by the international Graduate Insight Group (i-Graduate). The ISB is the largest annual survey of international students in the world. Survey results released in April 2013 confirmed COTR as #1 in Canada and #2 in the world for overall average based on the categories of learning, living, support and arrival.
- Participated in recruitment events in China, Vancouver, Toronto and Brazil
- Wrap-up activities planned for July for Education for Employment in Tanzania
- Burkina Faso project with Plan Canada and IAMGOLD – Mission 4 planning underway for Aug/Sept
- MAISHA – Kenya Maternal Health Project: DKUT visit to COTR in June, COTR team in Kenya in July for implementation
- Project Team is looking at development projects and private sector training options in Latin America, East and North Africa, and Southeast Asia over the spring and summer

Pat Bowron: Dean of Instruction

- COTR student team won 3rd in the business simulation competition in the Okanagan in March
- Business Faculty are finishing the development of two new postgrad programs in Sustainable Business Practices
- Working with CBAL to enhance literacy support in region
- Faculty in ELT are working through program review information and looking at ways to support student success as they move into other programs at the college.
- Office Administration Faculty have been working through program details and are adjusting program components to ensure that we meet student and industry needs in this evolving market.
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Sheila McDonald: Executive Director of HR

- Hired a new Dean of Trades to start in early August. Russell Workun comes from Fairview, Alberta and has an extensive background in developing and delivering customized training programs throughout northern Alberta.

Darrell Bethune: Dean of Instruction:

- COTR currently supports course collaborations in Math and Engineering. Similar collaborations under consideration.
- Attended ACCC in June
- Focus groups in June on community needs in kinesiology related program areas
- Working with faculty members on redesign for different program streams
- Hired coordinator for the Aboriginal Bridging to Education and Employment. This project will provide learning spaces and tutors in Ktunaxa communities for COTR upgrading and bridging courses leading to health, trades or tourism programs or to work in community
- Met with Ktunaxa staff from Employment and Training, Education and Social Development
- School District meeting regarding Aboriginal Education Enhancement Agreement
- Attended Indigenous Science and Health Career Fair

d) Jim Bailey – Education Council:

Dr. Jim Bailey spoke to his written report:

- Approved a large number of Program and Course Outlines as recommended by CASC
- Discussion of Value Statements: Diversity, Flexibility, Innovation
- Reviewed and approved several Policy updates
- The Student Policy Review Standing Committee was formed to review the section policies in section 2 – Student Affairs of the Policy and Procedures Manual.

1.11

Agenda Items for Next Meeting

None

1.12 Information and Good of the Institution

(a) Aboriginal Community-Based Delivery Partnership Program

- Ministry of Advanced Education, Innovation and Technology will be providing COTR with external funding to support the Aboriginal Community-Based Delivery Partnership Program in partnership with Ktunaxa Nation to deliver the Bridging to Education and Employment Program. Details of funding can be found in the letter in the board package.

(b) Certificates of Approval (3)

- 1) \$ 1,125,000 for various HVAC and AHU upgrade projects
- 2) \$200,000 to renovate space for simulators – this will be ready to roll for September
(Suggestion was made to have a ‘show & tell” for the Board when simulator is ready to go.)
- 3) \$266,393 ACA - \$186,475 of which can be carried over for up to 2 years
We have also been told that this is it for the year and not to expect any further funding.

1.13 Questions from the Public Regarding any Agenda Item
None.

1.14 Adjournment

Moved that the meeting be adjourned at 4:30 pm.

Perry/Martyniuk

Carried Unanimously

Orest Federko – Chair

Date