



**MINUTES OF THE BOARD OF  
GOVERNORS  
Cranbrook Campus  
Thursday, September 13, 2012  
Public Session 3**

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
David	Wiebe	Elected Student
Nick	Rubidge	President & CEO
Doug	McLachlan	Vice President, Education
Dianne	Teslak	Vice President, Finance
Darrell	Bethune	Acting Dean of Instruction
Marilyn	Petersen	Dean of Instruction
Pat	Bowron	Executive Director, International Affairs
Laura	Cooper	Dean of Instruction
Donna	Kraus-Hagerman	Exec. Director, College Relations & Marketing
Sheila	McDonald	Executive Director, HR
Sue	Bodnaruk	Board Assistant
<b>Public</b>		
Pauline	Bennison	CORFA Representative

\* Highlighted: indicates **Not** in Attendance

**3.1 Welcome and Call to Order**

Orest Federko, Chair called the meeting to order at 3:11 pm. Introductions were made and welcomed guests to the meeting.

**3.2 Order of Business**

Add: None.

**3.3 Confirmation of the Minutes – June 14, 2012**

**Moved** that the Minutes of June 14, 2012 be approved as presented.

Pierre/Ondrik

Carried Unanimously

### 3.4 Finance

#### a) June 2012 Status Report

Ms. Teslak stated that the June 2012 Status Report was reviewed in detail at the Finance Committee meeting held earlier today. She noted we are 75% through the fiscal year and we have received 30% of our revenue target and we have expended 25% of our expenditure budget. We are very much in line to where we were in the previous year.

**Moved** that the Board accept the financial report as submitted.

Reinders/Handy

Carried Unanimously

### 3.5 Monitoring Report

None.

### 3.6 Unfinished General Business

None.

### 3.7 Business Arising and/or New Business

None.

### 3.8 Correspondence

#### a) 2012/13 Budget Letter

Our 2012/13 Budget letter has been received from the Ministry of Advanced Education in the amount of \$17,729,512 as well as some one-time and short duration programs funding. Our FTE allocation is 1170. The ITA agreement will be brought to the next meeting.

#### b) Routine Capital Fund

COTR's Routine Capital Fund – Life Safety submission was approved for funding in the amount of \$320,204 for the fire alarm system and the fire suppression system at Gold Creek. Work is now underway.

#### c) Adult Basic Education Student Assistance Program

The Ministry of Advanced Education has sent confirmation of grant allocations in the amount of \$53,745 to the College for the Adult Basic Education Student Assistance Program in 2012/13. This is a needs-based program to provide financial assistance for direct educational costs incurred by students enrolled in ABE, ESL and Adult Special Education programs and are not eligible for provincial or federal financial assistance.

#### d) Community Adult Literacy Program Funding

COTR submitted 4 proposals for Adult Literacy Program funding of which 2 were turned down and 2 were successful. Correspondence from the Ministry of Advanced Education advised that our request for the 2012/13 Community Adult Literacy Program (CALP) for the Ktunaxa Nation Council and the ?aqam St. Mary's Indian Band were denied. However, COTR did receive a one-time grant under the 2012/13 Community Adult Literacy Program to support projects that are in partnership with the Columbia Basin Alliance for Literacy in the following communities: Golden, Windermere, Cranbrook, Kimberley, Creston and Fernie.

e) Carpentry Roof Repair

Approval was received from the Ministry for \$350,000 to repair the Carpentry roof. Dr. Rubidge thanked the Board for their support in securing this funding. The tender has now been put out for the repairs and work will be starting next week.

f) Letter to Post-Secondary Board Chairs

The Board Chairs at all post-secondary institutions received a letter from the Minister of Advanced Education warning that the adult entertainment industry has begun to focus its efforts on recruiting students and may try to attend post-secondary job fairs this coming fall. Institutions are warned to be on the watch.

**Items Brought Forward from the Private Agenda**

None.

**3.10 Linkage to Ownership**

a) Chair's Report

- Travelled with Dr. Rubidge for Creston Campus visitation – met by David Handy – very hospitable group of people at the campus who are passionate about the College;
- Met with Mayor Ron Toyota to discuss Creston's priorities;
- Invited to the Little Badger Daycare facility expansion in Invermere;
- Announced results of Board of Governors' election: Chair – Orest Federko and Vice Chair Richard Reinders.

b) President's Report:

- Following Regional Workforce Table meetings, took Ministry officials on tour of Teck mine;
- Attended Little Badger Daycare facility expansion with Board Chair;
- The day after the announcement of his appointment - received a telephone call from the new Minister of Advanced Education Mr. John Yap – took opportunity to invite Minister Yap to visit COTR;
- Letter received from Mayor of Nelson inviting other mayors to rural caucus at UBCM to talk about small rural colleges and impact of colleges in other communities;
- Flipping burgers for start of new semester.

c) Deans' Reports:

Pat Bowron:

- Familiarizing herself with new program areas: ABE, ELT, OFAD, BUAD, etc.;
- Meeting with Faculty looking at issues and program opportunities and program growth issues;
- Program reviews;
- International: Director General of CIDA announced our biggest international project - \$1.6 mil Canadian International Development Agency contract was just signed for 5 years of maternal Health project work with Kimathi University in Kenya to support babies and moms in labour/child birth situations;
- 11 COTR interns currently out – our International Department has a very

strong Risk Management Plan and are very directive with our interns and they must take advise or they are in the position of insubordination;

- On the international development side, we have the big Kenya project, the Internship project, 2 projects in Tanzania and both have just been extended by CIDA and ACCC until next June;
- Putting in bids on two Caribbean projects;
- Recruitment – numbers staying steady;
- Province committed to international – want to increase by 50% but issues need to be addressed, i.e. capacity issues, community issues, etc. We have fairly aggressive growth plan but must now compete against institutions like SFU, UBC,UVIC, etc. as universities are still first choice;
- Challenge for the international market is the VISA issue.

Doug McLachlan:

- College of the Rockies is the lead on the Kootenay Regional Workforce Table;
- BC Aboriginal Mining Training Association – in discussion about possible having space in the College to do some of their training here;
- Policy side – just complete a policy on Political Donations; Use of Personal Electronic Devices on site; Admission/Progression policies in various areas;
- Working on a number of funding opportunities on Western Diversification;
- Partnering with Selkirk College on Sustainable Research Chair through NSERC –Selkirk is the lead;
- Completed a Quality Assurance Framework over the summer for the Ministry;
- Program reviews continue – perhaps something to share with the Board in the future as a Monitoring Report – information gathered on our programs on an annual basis which includes student satisfaction, numbers, costs, etc.;
- Work is in place for Winter Continuing Education Guide;
- Technology: moved to new anti-spam system; installed high definition video conferencing systems in Invermere, Creston and will be going into Golden next week with other campuses to be completed by Christmas;
- Upgraded Moodle system to deliver online education
- Coordinated through our Kimberly Campus – just received \$700,000 contract from the province for a 3 year targeted program for older workers;
- Fernie – offering face to face Office Administration Program; MAST Program full;
- Creston – graduated a group of LPN students and almost all are employed in the community;
- Partnership with Golden Life to provide Health Care Assistant;
- Golden – Hairdressing is back;
- Partnering with BC Hydro to do Introduction to Trades;
- Running Skills Upgrading for Parents – opportunity for single parents to get some education and upgrading;
- Contract Training: working with CBT on Summer Works Program; Essential Skills Programs; looking at hosting the Conference Board Continuing Education and Training Association of British Columbia next spring.

Sheila McDonald:

- The PSEA Board has ratified the Faculty Collective Agreement;
- Had more bargaining meetings with Support Staff and the union is going back to the membership to seek direction and will be taking a strike vote on September 20<sup>th</sup>. The institution and the Management Group and administration are preparing a contingency plan in the event of job action;
- The Welcome Back Orientation Day went very well – many departments held open houses and employees went around department to department to meet people – the Payroll/HR had a chocolate fountain so we were a very popular department to visit.

Marilyn Petersen:

- Just started 2 year fire training contract in Saudi Arabia for SABIC;
- We have an innovations fire program that contracts fire training across the province – Ron McRae has worked with the Fire Chiefs of Nanaimo and Surrey fire departments on international contracts over the years – because we have pro-board certification they are quite appealing and we are building our reputation – deliver their curriculum as well as our own;
- Been monitoring web site about travel in Saudi Arabia because of the recent events in the Middle East;
- Fire Certificate Program started in Kimberley – international student from Australia;
- Completed response to Aboriginal Mine Training Association request for Standing offers for program development and delivery;
- Timber Framing Program underway with students from Israel, Brazil, etc.;
- Heavy Duty has a long wait list so we received additional funding from the Ministry to put on another intake in January, 2013;
- Received \$236,000 for short term health programs (HCA in Invermere & Creston) to address growing demand for Health Care Assistants because of expansion of long term care in those communities;
- Numbers are significantly down in Practical Nursing as expected with the additional time in the program and increased tuition;
- Bachelor Science of Nursing and Certified Dental Assistant remain strong;
- All trades are going well;
- Teaching the last of Planermill program – commitment from ITA for full funding to complete students.

Dianne Teslak:

- Facilities Manager is very involved with the Aboriginal Gathering Place project; Carpentry roof repair; the fire suppression project at Gold Creek;
- In the past few of weeks 11 – 15 Automated External Defibrillators (AED) were installed throughout the campus – very user friendly;
- Very involved with Shared Services Steering Committee process;
- Gearing up in the Financial Services Department for the budging process for the 2013/14 fiscal year as well as going through the mid-year budget review;
- Orest and Dianne will be presenting to the Select Standing Committee on Tuesday, September 18<sup>th</sup>.

- Last week was Orientation Week for students and on Wednesday, there was a Student/Staff volleyball mixer – and Dianne’s team won. Great to get out and interact with students.

d) **Education Council Report**

Dr. Bailey spoke to his written report on the last 3 meetings of the Education Council and discussions included:

- Agreement that future discussions would be limited to a half hour;
- Agreement of the Council to discuss one Value Statement at each meeting;
- Election guidelines since all future elections will be done electronically;
- Approval of Policy 2.1.8 Admission/Progression for the Provincial Practical Nursing program;
- Program reviews;
- New Faculty Representative for the Council due to the resignation of an Education Council member who resigned her seat due to work conflicts;
- Approval of Policy 2.1.8 Admissions and Progression – Provincial Practical Nursing Program and Policy 2.1.9 Admission and Progression – Child, Youth and Family Studies;
- Approval of a number of course and program outlines as recommended by the Curriculum and Articulation Standing Committee;
- Approved the Handbook and Bylaws.

**3.11 Agenda Items for Next Meeting**

a) ITA Agreement (Dianne Teslak)

**3.12 Information and Good of the Institution**

None.

The Chair noted that this is Katie Hamar’s last meeting for this session and student elections are coming up again soon. Katie confirmed that she will be running for the position of Student Representative to the Board of Governors. Mr. Federko thanked Katie for attending the meetings and taking an interest in Board operations and wished Katie the best of luck.

**3.13 Questions from the Public Regarding any Agenda Item**

Pauline Bennison commented that it was great to listen to the reports. She sees that the Board is really moving on a number of issues and is pleased about that from a Faculty point of view.

**3.14 Adjournment**

**Moved** that the meeting be adjourned at 4:25 pm.

Reinders/Perry

Carried Unanimously

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Orest Federko – Chair

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Date