



**MINUTES OF THE BOARD OF GOVERNORS
PUBLIC SESSION NO. 5
Thursday, November 13, 2003 – 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
Bruce Fairley, Appointed Member
Tyler Fraser, Elected Student Member
Bob Langin, Appointed Member
Colin Lindell, Elected Student Member
Dave McAnerney, Appointed Member
Chris Ondrik, Appointed Member
Sandra Roberts, Appointed Member
Stevi Stephens, EdCo Chair
Nick Rubidge, President and CEO

Regrets: Troy Sebastian, Appointed Member

College: Marianne Dakin, Board Assistant
Denis Kielly, Director of Human Resources and Operations
Donna Lomas, Dean of Instruction and Articulation
Velma McKay, President of the Faculty Association
Doug McLachlan, Senior Instructional Officer
Toni O’Keeffe, Director of College Relations
Heather Schneider, Dean of Instruction and Development
Lynne Shewchuk, Bursar

5.1 Welcome and Order of Business

Mr. Luders took the Chair and called the meeting to Order. He welcomed everyone to the public meeting and called for round table introductions. The Agenda was adopted as presented.

5.2 General Consent Agenda

There were no items to bring forward. The Chair explained that with the Board’s adoption of the Carver model of governance, some items have come off the agenda because they have been delegated to the President. However, the Ministry requires Board approval for certain items and these would be brought forward for approval under the consent agenda and would not require any significant consideration or attention by the Board.

5.3 Confirmation of the Minutes

The minutes of the meeting of October 9, 2003 were confirmed as presented. However, Stevi Stephens requested that she be referred to as Dr. rather than Ms.

5.4 Finance

a) Finance/Audit Committee Report

Mr. Fairley noted that the finance and audit committee had met prior to the Board meeting. The Committee discussed the forecasting data that the College must submit to the Ministry of Advanced Education (AVED) and considered whether the data should be structured to anticipate reductions in funding or adopt the strategy that the College will run a deficit if funding cuts are made. The Committee and the administration feel that it is not a good strategy for the College to put in forecasts that are anticipating funding increases, but should put in forecasts for the amount of funding we think it will take. This is different from preparing the annual budget. The administration is assuming that our revenues will remain constant in this process. Secondly, as part of the due diligence of the Board, the Finance Committee is going to semi-annually monitor investments that the College makes. The Committee received a briefing paper from the Bursar's office listing all the long term and short term investments. The Committee is satisfied with the investment strategy and believes it more than adequately protects the College's investments. The Bursar reviewed the special purpose fund in some detail and reviewed the statements of financial position to September 30. Finally, the Committee had an interesting discussion about the level and kinds of student assistance that the College has available.

Ms. Shewchuk spoke to the forecasting mechanism and explained the Budget Transparency Act. The College is now part of the government reporting entity and instead of giving financials once a year now has to report quarterly and provide a forecast of the upcoming budget year along with the next three years. The colleges throughout the system are still trying to determine reporting requirements.

Mr. Langin noted that under the new governance model the finance committee should reconsider what kind of information the Bursar should be providing.

b) Interim Financial Statements to September 30, 2003

Ms. Shewchuk reported that she had been given a mandate by the Board in the past to present interim financial statements at the end of September and audited financial statements in March. She distributed a handout of definitions explaining the various funds, status reports and capital terms used in the financial statements. She then addressed questions from the floor and indicated that she would be pleased to meet with any individuals who wished further explanation.

c) Status Report to September 30, 2003

Ms. Shewchuk distributed and spoke to the status report to September 30, 2003 that was attached to the Agenda.

5.5 Monitoring Reports

Mr. McLachlan spoke to the Board of Directors Report that was attached to the Agenda. This month's report focuses on Ends Statements Nos. 3, 4, 5 and 7.

Mr. McLachlan pointed out that Ms. Shewchuk had addressed the budget status report under agenda item 5.4.

Mr. McLachlan then delivered an overhead presentation and spoke to the FTE Interim Report. He addressed questions from the floor.

Ms. Schneider delivered an overhead presentation and spoke to the new model for trades training. Dr. Rubidge explained he represents the rural colleges on the Industry Training Consortium which is working with the Industry Training Authority. Ms. O’Keeffe spoke to the direct marketing approach that the College is following. Ms. Schneider and Dr. Rubidge addressed questions from the floor.

Ms. O’Keeffe circulated a handout and spoke to the student focus group report. She addressed questions from the floor.

Mr. McLachlan noted that the Aboriginal Coordinator was unable to attend the meeting and he drew the Board’s attention to her report.

Mr. McLachlan then spoke briefly to the report on the health programs.

The Chair thanked the presenters for sharing their information.

5.6 Unfinished General Business

a) Discussion regarding December Meeting

After a brief discussion it was decided not to hold a December meeting since there are no reporting obligations to meet with the Ministry at this time.

5.7 Items Brought Forward from the Private Agenda

Mr. Luders informed that the President’s evaluation is underway. A consultant has been hired and will be sending out information to the various survey groups regarding an online questionnaire. The Board has asked the College administration to outline a plan for the Board to meet and hold discussions with its various stakeholders.

5.8 Linkage to Ownership

a) Chair’s Report

Mr. Luders reported that plans are underway for a meeting in the new year with the Presidents and Board Chairs of College of the Rockies and Selkirk College and the Kootenay Caucus which consists of the MLAs for West Kootenay-Boundary, Nelson-Creston, East Kootenay and Columbia River-Revelstoke. The purpose of the meeting is to keep the MLAs fully informed on the importance of our Colleges to the Kootenay region’s socio-economic development. Selkirk and COTR will make a joint presentation on the Colleges’ work in the Kootenays.

b) President’s Report

Dr. Rubidge highlighted portions of his report that was attached to the Agenda. He then spoke to the challenges that the administrative group has been dealing with recently. For the past couple of years the rural colleges in Canada have been working together under the auspices of the Association of Canadian Community Colleges (ACCC) to try and raise the profile of the college system with the federal government and there are indications that the government is listening. He informed that Human Resources Development Canada recently hosted a policy think tank at the College, which he co-chaired. The meetings were attended by authorities and

practitioners from across the Nation in the fields of adult and higher education, community economic development and social policy as well as officials from HRDC. The focus of the discussions was building learning communities in Canada in an effort to strengthen rural economies.

Provincially the colleges have been working with the Industry Training Authority and the BC Business Council to raise college issues and profiles with the government. COTR has been in negotiations with the Ministry regarding the capital plan. Dr. Rubidge and Ms. Lomas will be attending meetings with the Ministry in Victoria to discuss the College's program profile and facilities.

On an operational level Dr. Rubidge and his management team have been dealing with CUPE negotiations, budget planning and quality issues. The College has retained an external consultant to undertake a Quality Project to "define quality in a post-secondary education context, to determine how quality can be measured in that context, and to determine how quality measurements can assist the College in achieving its goals". The consultant conducted considerable research and held meetings with a Steering Committee and a Focus Group within the College. Both the Steering Committee and the Focus Group included employees from various areas within the College - and students. Her report has now been received and the next step will be implementation.

IT system problems have also posed challenges and Ms. Schneider and her staff are addressing them.

c) Deans' and Directors' Reports

Copies of the Deans' and Directors' Reports 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
- Toni O'Keeffe, Director of Communications and College Relations
- Heather Schneider, Dean of Instruction and Development
- Lynne Shewchuk, Bursar

d) EDCO Report

Dr. Stephens, EdCo Chair, delivered her report, a copy of which is attached.

5.9 Agenda Items for Next Meeting

Quality Project

5.10 Information and Good of the Institution

- Mr. Kielly announced that the Avalanche volleyball teams have home games this Friday and Saturday night. 400 fans turned out for last Friday's game.
- Mr. McLachlan went to jail for the Kidney Foundation fundraiser and raised about \$350.
- Ms. McKay informed that:
 - the Faculty Association in conjunction with the East Kootenay District Labour Council sponsored the second annual weekend union school at the College this past weekend. Ten faculty members and one excluded staff member took part in either union or

Occupational Health and Safety training. The school also attracted members from three other unions.

- the University Studies department is sponsoring their annual pizza party this evening. This is an opportunity for first and second year students to mix with faculty members and it is hoped that many first year students will feel encouraged to register at COTR for their second year as a result. This is proving to be a very popular event. Students buy tickets for the event and over 100 tickets have been sold this year.

5.11 Questions from the Public on Any Agenda Item

There were no questions.

5.12 Meeting Evaluation

Mr. Langin delivered his evaluation of the meeting. In summary, he did not note any issues.

5.13 Adjournment

The meeting adjourned at 5:05 pm. The next meeting will be held on Thursday, January 8, 2004.

Len Luders, Chair