



MINUTES OF THE BOARD OF GOVERNORS
PUBLIC SESSION NO. 4
Thursday, October 13, 2005 – 3:30 p.m.
Cranbrook Campus

Present	Bob Langin (Board Chair)	Appointed Member
	Jim Bailey	EdCo Chair
	Andrew Cohen	Appointed Member
	Bryan Flynn	Elected Student Member
	Len Luders	Appointed Member
	Dave McAnerney	Appointed Member
	Marko Maryniak	Appointed Member
	Ann Rice	Elected Faculty Member
	Sandra Roberts	Appointed Member
	Nick Rubidge	President and CEO
	Troy Sebastian	Appointed Member
Regrets	Cyndal Dobson	Elected Student Member
	Chris Ondrik	Appointed Member
	Mark Wagner	Elected Support Staff Member
College	Darrell Bethune	President of the Faculty Association
	Pauline Bennison	A/Dean of Instruction
	Marianne Dakin	Board Assistant
	Denis Kielly	Director of Human Resources
	Ardy Smith Miller	Dean of Instruction
	Dianne Teslak	A/Bursar

4.1 Welcome and Call to Order

Mr. Langin took the Chair and called the meeting to order at 3:40 pm.

4.2 Introduction of New Members

Mr. Langin welcomed the guests and introduced the newly appointed and elected Board members: Andy Cohen, Marko Maryniak and Bryan Flynn. He called for round table introductions.

Mr. Langin commended Dr. Rubidge and the 30th Anniversary Planning Committee for organizing an outstanding event and one that was so well attended by the community. Dr. Rubidge acknowledged that the Planning Committee worked very independently and they deserved all the accolades. The Board will send a note of congratulations to the Committee.

4.3 Order of Business

The Agenda was adopted as presented.

4.4 Confirmation of the Minutes (*Agenda attachment*)

The minutes of September 8, 2005 were confirmed as distributed.

Mr. Sebastian noted that at the September meeting there was a discussion on diversity and questioned whether there was anything further to report. Ms. Teslak responded that at this time there was nothing further to report.

4.5 Finance

a) Finance/Audit Committee Report

Ms. Roberts, Chair of the Finance/Audit Committee, reported that the Committee met today and had the opportunity to have a discussion with the Acting Bursar regarding the College's state of affairs. Everything is as should be and is on target. There is a slight decrease in our enrolment this year and this will be monitored. Management had provided the information regarding the executive limitations policy that the Committee had requested. It is the Board's responsibility to make sure that the appropriate limitations are in place and that there is a process in place to see that the limitations are adhered to. The Committee was given information regarding approved capital funding. The College will not be renewing the lease at the Sparwood campus because the funding that was previously available will no longer be available. The Municipality of Sparwood will be notified accordingly. Dr Rubidge will be having further discussions regarding the Sparwood campus and will report back to the Board.

Ms. Roberts informed that she will be reviewing the Audit/Finance Committee terms of reference relative to the Best Practices Guide to ensure the Committee is acting as expected.

Mr. Langin noted it is important that the auditors report to the Board through the Audit/Finance Committee so that there is no appearance of them being hired by management. Also the auditors will be looking to the Board for assurance that there are internal controls in place and that they are working. The Committee will be bringing forward some of the College's procedures and policies and will develop a process throughout the year so it can be satisfied there are internal controls in place.

Mr. Langin noted that all Board members are invited to attend the Audit/Finance Committee if they so wish for more in depth discussion.

b) August 2005 Summary Status Report (agenda attachment)

Ms. Teslak spoke to the August 2005 Summary Status Report.

4.6 Monitoring Report (agenda attachment)

a) Report on Ends Statement # 7:

Professional Development Activities, Grievances and Sick Leave

Dr. Rubidge explained that these reports monitor the ends statements of the College. The monitoring activities are linked to show that the institution is addressing those issues and is moving in the right direction towards achieving the ends.

Mr. Kielly spoke to the monitoring report which addressed ends statement #7 and reviewed professional development activities, grievances and staff sick leave. He addressed questions from the floor pertaining to the employee satisfaction survey, particularly with respect to the source of the data and the design of the survey. It was generally agreed that the survey design is a management, not a Board issue.

Mr. Sebastian thanked management for this particular report which he finds to be one of the most informative and useful of all the monitoring reports.

4.7 Unfinished General Business

None.

4.8 Business Arising and/or New Business

a) Tendering for Purchasing (agenda attachment)

Mr. Langin noted that this document was discussed at the Audit/Finance Committee meeting and is being brought to the Board for information. Ms. Teslak answered questions from the floor. Ms. Roberts explained that the Audit/Finance Committee has requested that Ms. Teslak provide them with further details regarding the tendering process and how the College adheres to the process.

b) Diversity

Mr. Sebastian noted that at the September meeting management indicated they were going to undertake revisiting the issue of diversity. He expressed concern that this is not a priority for the College and he would like to see the College develop a method of measuring this ends statement.

Dr. Rubidge responded that he had not appreciated that Mr. Sebastian expected a response at this Board meeting. He pointed out that the ends statement on diversity is not internally focused as it states that as a result of the College, the East Kootenay region has an awareness and appreciation of diversity. The College will look at developing key performance indicators that look region wide.

Ms. Teslak will consider revising the student exit survey to include self identification of students who consider themselves to be a member of a minority group. She explained that the College recently formed a diversity committee, chaired by the Senior Instructional Officer, which is trying to raise the issue of diversity across the institution. Although it hasn't been reported on, the Committee has undertaken a number of activities to raise awareness throughout the institution and is organizing a film festival.

4.9 Items Brought Forward from the Private Agenda

None.

4.10 Linkage to Ownership

a) Chair's Report

No report.

b) President's Report (Agenda attachment)

Dr. Rubidge spoke to his written report and highlighted the challenges outlined in his report.

b) Deans' and Directors' Reports (Agenda attachments)

The following Deans and Directors spoke to their written reports, which were attached to the Agenda.

- Denis Kielly, Director of Human Resources and Business Operations
- Ardy Smith Miller, Dean of Instruction
- Dianne Teslak, A/Bursar

The report of Heather Schneider, Dean of Instruction, was attached to the agenda.

c) Education Council Report (Agenda attachment)

Dr. Bailey's report was attached to the Agenda. It was the consensus of the Board that the policy being written by Education Council regarding repeating of practicums need not come to the Board.

4.11 Agenda Items for Next Meeting

Follow up to tendering

4.12 Information and Good of the Institution

- Mr. Langin read aloud the letter from SD #5 congratulating the College on celebrating its 30th anniversary.
- Mr. Bethune reported that the Faculty Association Executive now has a full complement and is looking forward to working with the College on contracting out language. Faculty is going to be involved in a funding lobby with the Ministry.
- Mr. Langin informed that this will be Mr. McAnerney's last board meeting. He thanked him on behalf of the Board for his contribution and noted that his management experience had been extremely helpful and that it has been a rewarding experience to work with people of Mr. McAnerney's calibre. Mr. Bethune thanked Mr. McAnerney for his valuable contribution as a member of the President's evaluation committee. Dr. Rubidge added his thanks as well.
- Mr. Bethune commended management on the work it has done together with faculty to create a new job description for the three new full time department head positions. Faculty is encouraging applicants to apply.

4.13 Questions from the Public on Any Agenda Item

There were no questions.

4.14 Adjournment

The meeting adjourned at 5:10 p.m.

Bob Langin, Chair