



**MINUTES OF THE BOARD OF GOVERNORS  
PUBLIC SESSION NO. 2  
Thursday, June 9, 2011 – 3:00 pm  
Cranbrook Campus**

Attendance:

Board	Rob Ondrik Alex Jensen Orest Federko David Handy Joe Pierre Jim Bailey Heather Jackson Grant Unger David Wiebe Richard Reinders Adam MacDonald Nick Rubidge	Appointed Member Appointed Member Appointed Member Appointed Member Appointed Member EdCo Chair Elected CUPE Elected Faculty Student Representative Appointed Member Student Representative President/CEO
College	Pat Bowron Dianne Teslak Ron McRae Laura Cooper Sue Bodnaruk	Executive Director, Intn'l Affairs Vice President, Finance Dean of Instruction Dean of Instruction Board Assistant
Regrets	Andy Cohen Marko Maryniak	Appointed Member Appointed Member
Public	Bob Wakulich	Past President, CORFA

**2.1 Welcome and Call to Order**

Alex Jensen, Chair called the meeting to order at 3:15 pm. Round table introductions were made.

**2.2 Order of Business**

**Add:**

1.12 (d) Introduction of Tanzanian Guest

**2.3 Confirmation of the Minutes**

**MOVED** that the Minutes of May 12, 2011 be accepted as presented.

Federko/Reinders

Carried Unanimously

**2.4 Finance**

Final Audited Financial Statements

A copy of the finalized Financial Statements was included in the Board's package along with the Auditor's report. There were no significant changes from the draft Financial Statements previously presented to the Board at the May 12<sup>th</sup> meeting. There was one change since the draft Financial Statement was presented. We self-fund some of our benefits (extended health, dental and medical travel). Our HR/Payroll Department estimates what the cost of that is going to be. In every payroll

we charge what we think is the estimated expense and the opposing side of that entry is like the "holding" code. When the actual costs are billed to us by our providers we take that amount out of our holding account. Anything left in the holding account at year end is transferred to our Special Trust Fund to be held to compensate for years where our expense exceeds what is projected. This year the Auditors decided that we need to set up an Accrued Liability code as opposed to moving the balance of the holding fund to the Special Trust Fund where it is deferred revenue so it is available to us in the following years. They decided that we need to set up an Accrued Liability in our Operating Fund so we were able to make an argument that the estimate of what that accrued liability would be is approximately 4 months' worth of our annual expense for those self-funded benefits. The balance of the holding account was \$136,000 and they would not let us defer that revenue and so we had to reduce our expense in the operating fund by \$136,000. That affected our bottom line in the operating fund and actually increased our surplus by \$136,000 in the Operating Fund and reduced the Special Trust Fund by that amount. The difference will be shown on Exhibit B which is our income statement and the excess of revenue over expenses for the operating fund has gone up by \$136,000. The Audited Statements have now been submitted to the Ministry.

## **2.5 Monitoring Report**

### **2.5 (a) Monitoring Reports**

Doug McLachlan presented the Monitoring Activities for COTR's FTE production for all programs at College of the Rockies. Doug spoke to the report and provided some explanation of the statistics. We continue to meet or exceed our targets. The electrical trade has gone down by 3 apprenticeship classes this particular training year. We are at 108% utilization for our Ministry and when you roll in the trades with the lower numbers in apprenticeship we come out just ahead of the 100% target. In fact, we did not meet target on the ITA funded programs. We are having discussions with the Ministry and UVic about repatriating Semester 6 so the students would then transfer into year 4 instead of half-way through year 3. A lot of our FTEs are generated through Continuing Education/Contracts. FTE information was also provided for all satellite campuses. Adult Basic Education is a fair amount of the business we do and Creston has always been very strong in ABE programming where Kimberly does very little ABE. Fernie and Golden have full time Adventure Tourism programs (MAST and ABTO). Numbers will fluctuate year to year at other campuses because we have rotational programs that go there.

## **2.6 Unfinished General Business**

None.

## **2.7 Business Arising and/or New Business**

None.

## **2.8 Correspondence**

None.

## **2.9 Items Brought Forward from the Private Agenda**

None.

## **2.10 Linkage to Ownership**

### **2.10 (a) Chair's Report**

Alex Jensen, Chair attended the Annual ACCC Conference in Edmonton in early June and found it very interesting. He attended a session on "Engaging Social Media" that shows how far advanced we are. He also attended the "Building Partnerships with Canadian Forces" who are asking colleges to cross over their courses to the military courses so there may be an opportunity to put a proposal together for the Canadian Armed forces, i.e. Survival training in Fernie. Alex listened to a Keynote Speaker who was an engineer who graduated in 1946. He stated that 20 years later, 50% of the information he learned at

school was irrelevant. In 2004, the timeline was down to 5 years when 50% of the information became irrelevant. Another speaker stated that the 10 top occupations of today didn't exist in 2004. The most valuable thing is to teach people how to learn and we do quite well in that area. Another speaker was a futurist who commented that we are seeing the end of the American empire. He talked about the importance of countries such as Brazil, Russian, China, and India and how colleges should be looking at ways of working with and training these people. The motivational speaker talked about leadership and psychopaths and he compared the two personality types that showed that 25% of CEOs are psychopaths.

#### 2.10 (b) President's Report

Dr. Rubidge moderated the HST Forum and commented that he had anticipated much more heated debate. Approximately 150 people came and there were 50 people online. Mr. Vander Zalm with Chris Delany spoke for the "Yes" side and there were 3 individuals on the "No" side. The College staff who were in attendance brought the average age of attendees down to about 70 years of age. There was probably 95% in support of Mr. Vander Zalm. The follow up notes that we received from the contractor who were hired by the government were very complementary about Donna and her staff's organization of the event. The Board Chair thanked Donna and her staff for organizing the forum.

#### 2.10 (c) Deans' and Directors' Reports

##### **Doug McLachlan**

The Campus regional planning is in full swing. A key thing for Doug is replacing his administrative assistant who is retiring after 32+ years. The Accountability Plan will be posted in July. We are looking at the college-wide strategic plan and receiving feedback from the senior level. This is a "living" document but we will be looking at reviewing it and seeing where we are. We are still working on completing the NSERC application for eligibility. The IT Department is busy reconfiguring a lot of rooms in the new area and busy at the regional campuses updating all their video conferencing abilities.

##### **Dianne Teslak**

Highlights since the last meeting were the Steering Committee issue and the submission and acceptance of our final close-out report on the main entrance project. Dianne also attended our graduation ceremony and presented awards on behalf of the College at the Mount Baker Awards ceremony. Some of the top students from Mt. Baker have plans to come to College of the Rockies.

##### **Ron McRae**

The Primary Care Paramedics Program is coming to a close for the school portion. There are 13 students in the initial cohort and it appears that all 13 will be extremely successful in passing their theory and practical pieces. The students will now go forward to do their 15 on-car experiences over the next couple of months to prepare themselves to write their licensing exam. Ron has had some conversations with the Education Division of BC Ambulance who are looking for a combined PCP/LPN program that would better serve the needs of Primary Care Paramedics as well as those individuals that they service in the community. This is a model that is emerging within the Health Care sector so we are doing some work on building our PCP program into an extension of higher level advanced care paramedic. Ron has been doing a significant work on restarting our overseas work on our Fire Services training and bringing 2 individuals from Saudi Arabia for our next intake of our 22 week Fire Certificate Program. If successful, this could potentially open quite a significant market. Ron is also working on finalizing plans to send a number of our trainers

to Saudi Arabia to do a 12 week Firefighter I/Firefighter II program. They would be onsite from October 1 to December 24, 2011.

### **Laura Cooper**

Laura reported that we are waiting for the MOU to come through for a one year block transfer of students into the 2<sup>nd</sup> year of Engineering at UBC. We will be mapping out a new program next week that is a zero credit course that UBC requires students to have. We have many engineers on the advisory committee and are meeting with them on Monday to put together an Engineering weekend. The vision is to bring engineering employers into the College for a weekend of workshops and hands-on liaising with engineering so that students get the full scope of engineering. Students can do their first year here. Hopefully, we will build enough of a critical mass to offer 2<sup>nd</sup> year here as well.

We have run into some glitches with the Provincial Avalanche Risk Management plan which is supposed to be in place by September. We have hired a consultant who is head of the Canadian Avalanche Association to work with us on finalizing those plans.

Laura had a meeting at the Ktunaxa Nation with the representative from the Provincial government that funded the Blade Runner program. They are extremely pleased with COTR and how we conducted ourselves with the last Blade Runner program we ran with the assistance of Tracey Whiting, Manager of Contract Training and our ABE instructors. Because the College did such a good job of servicing, it is likely that they will allow the Nation to apply for multi-year funding rather than annual funding. The group had a tour of our Gathering Place and is extremely excited about it.

### **Donna Kraus-Hagerman**

COTR is going to be holding the Ktunaxa Annual General Assembly here in July. The external organizers of the HST Forum told Donna that our IT side of the house was by far the best of the institutions visited. Kudos to our IT group. Steve Bonham and Leon Mulenga worked extremely hard and did a great job. Streaming and twittering ran perfectly and as far as the electronic and virtual part of the house were concerned – we were the best.

Web marketing – next week we will have the Virtual 360° Tour people coming in and working very closely with our people on our website. The Virtual 360° Tour will probably be shown to the Board in the Public Session in September when it is ready to roll. Convocation was great. We had more grads crossing the stage to shake hands than we ever had. Donna's area is now in the throes of strategic planning for marketing to bring bodies into the seats for 2012/13.

### **Pat Bowron**

International Ed is excited that we are in the process of trying to renegotiate the scholarship agreement we have in Chile. Pat attended 2 major conferences and was able to present our Global Studies Certificate Program. We are looking to expanding partnerships with India, Chile, Caribbean, Korea, etc. that include business and tourism as well as trades. COTR is also looking hopefully to expand our work in Tanzania.

Pat introduced Agnes Mziray - CEO of National College of Tourism in Tanzania. Round table introductions were made. Graham Knipfel gave a brief overview of the SAFARI Project (Sustainable Activities for Rising Industry) which is a 20 month partnership funded by CIDA and funneled down through ACCC to 12 different partnerships in Tanzania in 3 different sectors (agriculture, mining and tourism). COTR has partnerships in both mining and tourism. Agnes was here to participate in Education for Employment Symposium that

was held in Edmonton the Saturday prior to the ACCC Conference to share best practices, lessons learned and to talk about future and some of the results achieved so far. The main goal of this particular partnership is to help build capacity within the National College of Tourism to better meet the needs of industry and to prepare the graduates so that they can work effectively in the budding tourism provinces in Tanzania. Some of our faculty have worked with the National College of Tourism faculty on educational analysis, risk management, etc. including setting up industry advisory committees which are now operational.

Ms. Mziray stated that they chose College of the Rockies as the institutions are similar. The National College of Tourism (NCT) is well established because they receive funding from the government. They have 2 major programs (hospitality and tourism) and COTR is helping NCT mainly with the Tourism program but also helping the institution to build the capacity for teachers. They have 2 campuses and the third campus is being financed by the government of France that will be specifically for Hospitality programs. The National College of Tourism is thinking of establishing programs such as Tour Guiding. NCT will go back to CIDA and ACCC for an extension of funding for the project. Ms. Mziray extended a welcome to Tanzania. It is a beautiful country with all kinds of tourist attractions.

#### 2.10(d) Education Council Report

Mr. Bailey advised that EdCo approved the usual course outlines and program outlines. The Committee also approved the change to the OFAD Certificate where one duplicate course was removed. EdCo approved a wording change to Policy 2.1.6 which is Nursing Progression. This is something that went to the Ombudsperson as students complained they felt that it was unfair.

### **2.11 Agenda Items for Next Meeting**

a. Virtual 360° tour

### **2.12 Information and Good of the Institution**

#### 2.12(a) KIP Audit Report

Attached was the audited report on the Knowledge Infrastructure Project for the expansion of the front entrance which had to be audited separately. There are 2 reports: the auditor's report that gives the auditor's opinion that all the costs were eligible and another report that outlines the specific auditing procedures that they applied and the results of those procedures. The final amount was \$11.4 million.

#### 2.12(b) Public Notice – City of Fernie

COTR received a Public Notice from the City of Fernie because we are a land owner in Fernie and there is a request to have a development variance on property that is not too far from the campus. As a neighbor we do not see any particular reason why it would affect our property value and we do not have a problem with the request.

#### 2.12 (c) Board members

The Chair announced that we are losing some of our friends and Board members. This is the last meeting for our Student Representatives Adam MacDonald and David Wiebe. David will be returning to the College in September and plans to run for the Board again. He thanked the Student Board members for their participation and for providing valuable input to the Board. He wished them success for the future.

As well, the Chair commented that it has been incredible working with Heather Jackson. She is an incredibly hard worker who is so proud to be working at the College. Mr. Jensen thanked Heather for her dedication and service.

Andy Cohen and Marko Maryniak have also completed their terms on the Board and we will have some new Board members in September.

**2.13 Questions from the Public regarding any Agenda Items**

None

**2.14 Adjournment**

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

Wiebe/MacDonald

Carried Unanimously

---

Alex Jensen – Chair

---

Date