



**MINUTES OF THE BOARD
OF GOVERNORS
Cranbrook Campus
Thursday, May 10, 2012
Public Session 1**

Attendance:

Alex Jensen	Appointed member
David Handy	Appointed member
Doris Penner	Appointed member
Gloria Perry	Appointed member
Jim Abbott	Appointed member
Joe Pierre	Appointed member
Rob Ondrik	Appointed member
Glen Campbell	Appointed member
Orest Federko	Appointed member - Chair
Richard Reinders	Appointed member – Vice Chair
Glen Campbell	Appointed member
Colhane Martyniuk	Elected CUPE
Grant Unger	Elected Faculty
David Wiebe	Elected Student
Katie Hamar	Elected Student
Jim Bailey	Chair – EdCo
Nick Rubidge	President & CEO
Doug McLachlan	Vice President, Education
Dianne Teslak	Vice President, Finance
Sheila McDonald	Executive Director, HR
Donna Kraus-Hagerman	Exec. Director, College Relations & Marketing
Sue Bodnaruk	Board Assistant
Marilyn Petersen	Dean of Instruction
Ron McRae	Dean of Instruction
Darrell Bethune	Acting Dean of Instruction

* Highlighted: indicates **Not** in Attendance

1.1 Welcome and Call to Order

Orest Federko, Chair called the meeting to order at 3:01 pm. Round table introductions were made.

1.2 Order of Business

Add:

- 1.2 Oath of Office – Glen Campbell – newly appointed Board member
- 1.12(a) Project Heavy Duty (David Handy)

The Chair introduced Glen to the Board and administrators and asked Glen to provide a brief outline of his background

Oath of Office:

Oath of office was given by Dianne Teslak – Vice President, Finance for Glen Campbell – Appointed Member.

1.3 Confirmation of the Minutes

Rob Ondrik had been in attendance at the March 22, 2012 meeting and his name had been omitted on the attendance list. This will be corrected in the Minutes.

MOVED that the Minutes of March 22, 2012 be accepted as amended.

Reinders/Martyniuk

Carried Unanimously

1.4 Finance

Dianne Teslak discussed the draft audited financial statements at the Finance Committee meeting earlier today and these were approved during the Private Session of the Board. They will now be sent to the Auditors to finalize.

1.5 Monitoring Report

None.

1.6 Unfinished General Business

None.

1.7 Business Arising and/or New Business

None.

1.8 Correspondence

None.

1.9 Items Brought Forward from the Private Agenda

None.

1.10 Linkage to Ownership

1.10 (a) Chair's Report

Orest Federko, Chair reported on:

- Communications with Board Resourcing Development Office regarding re-appointments (Rob Ondrik and Orest Federko) and the appointment of 2 new Board members (Glen Campbell and Ken Hoepfner);
- Attended the Chamber lunch and Career Fair at the College as well as the Awards presentations.

1.10 (b) President's Report

Dr. Rubidge advised that this has been a very busy hectic time and commented on:

- Adjustments to the organization structure – provided background information on what precipitated the changes in roles and responsibilities (retirement of Dean Ron McRae; medical leave for Laura Cooper) – appointed Darrell Bethune as Acting Dean of Instruction;
- Budget discussions;
- Scholarship and Awards Donor's dinner to formally thank them for their support;
- Visit from Dawn Minty and Tony Loughran (Ministry of Advanced Education) on May 17, 2012.

1.10 (c) Deans' and Directors' Reports

Laura Cooper:

- Submitted written report and this was reviewed by the Board.

Darrell Bethune has been appointed Acting Dean replacing Laura Cooper during her medical leave. He is responsible for:

- Aboriginal Programs and Services;
- University Studies;
- Tourism & Kinesiology;
- Child, Youth and Family Studies

For the last number of years, Darrell has been Department Head. As this was the first time for Darrell at this table, round table introductions were made. Mr. Bethune's report included:

- Dr. Laura Cooper's terrific job of putting all the projects she has been involved in and passing them on to Darrell - he has been given a great start by her;
- Proposal that would support online science labs;
- Involved in PD Days this week – gave presentation on the future of textbooks – focus on e-books;
- Will be at ACCC in Halifax;
- With new NSERC – look forward to continuing to learn how to translate that NSERC qualification into projects.

Pat Bowron:

A written report was submitted by Pat which Nick briefly reviewed. Jim Abbott commented that one of the reasons he is pleased to be on the Board is because of the International connections and stated that 5,000 people in were in attendance at the Taiwan Lantern Festival. One of the things lacking in this area is the awareness of this aspect of the COTR. We should give some thought of October/November or January/February putting on a week-long or day event to celebrate that and create the awareness that was received with the Taiwan Lantern Festival.

Marilyn Petersen

Dr. Petersen reported on:

- Received the decision from the Education Review Committee for our accreditation of our Bachelor of Science and Nursing program – recommended for the full 7 year accreditation with no terms or conditions – first time in our Nursing Program history that we received the full accreditation;
- Submitted our self-evaluation report for the accreditation of our Practical Nursing Program – preparing for the site visit on May 29, 2012.
- Submitted 2 proposals to the Ministry under the Short Duration Health Education Program Request for Proposals to support the delivery of 2 additional Health Care Assistant programs (Invermere and Creston) starting January 2013. The total funding requested was \$256,000 to support those 2 program deliveries;
- Almost finished the latest round of External Advisory Committee meetings;
- Planning for proposed new certificate in Information Technology to rotate with our current Network Support Technician certificate – had excellent brainstorming session with the IT Advisory.
- Child, Youth and Family Studies – inundated with students;

- Most exciting news – first student in the Bachelor of Business Administration program has completed her capstone course and we should have our first degree graduate from COTR in June.

Chair Federko commented that accomplishing a 7 year accreditation was no small feat and complimented Dr. Petersen and her faculty.

Doug McLachlan

- Working on special 1 time funding for short term health programs;
- Received \$617,000 for skills short term funding programming and working with Deans and Campus Managers to identify 12 to 15 areas that we are looking at moving forward with;
- Essential Skills funding – short term funding related to jobs – most done by Contract Training and Campuses;
- Online program development funding – another short term fund;
- Library just completed study on learning commons;
- looking at making some changes in Library Services of the College;
- Accountability Framework – probably bring to Board meeting in June;
- External contracts – signed major \$500,000 contract with CBT;
- Working with Teck and School District 5 to hopefully carry on with the Transition Coordinator next year;
- Work on Policy cleanup;
- CORFA – outcome of bargaining – continued to have discussion around workloads;
- Awards ceremony was very, very successful this year;
- Registration is busy planning for graduation on June 1, 2012;
- IT upgrading at regional campuses to more virtual technology – working now In Invermere.

Sheila McDonald

Ms. McDonald reported on:

- Huge amount of work on PD Days
- Staff Recognition dinner scheduled for June 9, 2012 – and will include those with 5 or more years of service – theme is “Prohibition”.

Ron McRae

- Continues to work on overseas Fire Training specific to Saudi Arabia – submitted a quotation on \$750,000 training over a 2 year period;
- Continue to work with ITA, Dianne Teslak and others over the Contribution Agreement for this training year. The most recent iteration had another \$100,000 taken out of it – continue to struggle with ITA in terms of finding the right kind of funding formula for trades training;
- Continue to work with Glen and Teck Trail operations to see if we can expand the MAP program into Teck Trail
- Welding Department developed a Welder/Fitter program that Ron would like to see run as there have been regular requests for training;
- proposal to fund our Plumbing Program and submitted proposal to Ministry to run a 2nd HD program on afternoon shift as there is unprecedented demand for our Heavy Duty Mechanics program (40+ applications);
- making good progress with Aboriginal Gathering Place project – trades program students very much involved with that project – electrical students doing rough-in of electrical, plumbing is in place, floors poured, etc. – starting to get ready to put siding

on – looking at completing the roof – quotes for much of the finishing as well – if funding received, project should be completed within 2 months.

Dianne Teslak:

Ms. Teslak commented on the following:

- the Facilities Department Manager has been actively involved with the Aboriginal Gathering Place project;
- working with campus managers to put together RFPs to put out for bids;
- well into lighting project – implementing different lighting system at the Fernie Campus and some of our shops areas and at the Gold Creek Campus – much more energy efficient and provide much better light;
- had some of our electrical students work with in-house electrician to install lights;
- asked by the Ministry to develop a 5 year capital plan that needs Board approval – will be on the June 2012 agenda and is due to the Ministry by June 15;
- submitted our Carbon Neutral Report Action Report;
- working with ITA in trying to negotiation the final contribution agreement;
- in midst of the year-end audit and will focus on the transition to PSAB account Standards which we will be converting to as of April 1, 2012.

1.10(d) Education Council Report

Mr. Bailey spoke to his written report submitted in the Board package.

- Proposed changes to Policy 6.1.5 was submitted to the Board for approval;
- A sub-committee was formed to prepare a response to the AVED Discussion Paper on quality Assurance;
- A Handbook Committee will write Conflict of Interest Guidelines with regard to Policy 6.1.5.

1.11 Agenda Items for Next Meeting

- a. Final Audited Financial Statements
- b. Accountability Plan
- c. Conversation about Policy and how the Board wants to be involved in Policy Development

1.12 Information and Good of the Institution

Mr. Handy informed the group that Hugh Moore, Recruitment Officer extended an invitation to Board members to attend Project Heavy Duty that took place at the Cranbrook Works Yard today. It is also on tomorrow from 8:00 am to 12:00 noon. Orest Federko and Mr. Handy attended and they were really well served for having been there. This is hands-on experience for 24 high school students to operate heavy equipment under the mentoring of journeymen trades people from BC Hydro, Teck, Work Safe BC, SMS Equipment, etc. and a host of other industry and organizations provided equipment and staff for the event. The collaboration between COTR, high schools, industry, City of Cranbrook was excellent. Gave recognition to the School Board and District for organizing this. There is a competition for students to get into these 24 spots. There is a huge academic component to the Heavy Duty Project as well.

Mr. Campbell commented that Yes2IT Program is a hands-on introduction to trades and targets Grade 9 students who are bussed from all over the East Kootenays. He stated that COTR should be equally as proud of that program. Mr. Martyniuk's son attended the Yes2IT program and went home with one of the biggest smiles on his face. He brought home a shelf that he had built and Mr. Martyniuk's son showed his dad his welds on the shelf.

1.13 Questions from the Public regarding any Agenda Items

None

1.14 Adjournment

Moved that the meeting be adjourned at 4:04 pm.

Perry/Reinders

Carried Unanimously

Orest Federko – Chair

Date