



**MINUTES OF THE BOARD OF GOVERNORS
PUBLIC SESSION NO. 3
Thursday, September 15, 2011 – 3:00 pm
Cranbrook Campus**

Attendance:

Board	Rob Ondrik Alex Jensen Orest Federko Richard Reinders David Handy Joe Pierre Jim Abbott Jim Bailey Heather Jackson Grant Unger Nick Rubidge	Appointed Member Appointed Member Appointed Member Appointed Member Appointed Member (left meeting at 4:15 pm) Appointed Member Appointed Member EdCo Chair Elected CUPE Elected Faculty President/CEO
College	Donna Kraus-Hagerman Doug McLachlan Sheila McDonald Dianne Teslak Ron McRae Laura Cooper Marilyn Petersen Pat Bowron Sue Bodnaruk	Exec. Director, College Relations & Marketing Vice President, Education Exec. Director, Human Resources Vice President, Finance Dean of Instruction Dean of Instruction Dean of Instruction Exec. Director, International Affairs Board Assistant
Regrets	David Wiebe Adam MacDonald	Student Representative Student Representative
Public	Pauline Bennison	CORFA

3.1 Welcome and Call to Order

Orest Federko, Chair called the meeting to order at 3:05 pm. The Chair welcomed our newly appointed Board member Jim Abbott. Mr. Abbott commented that he has tremendous high regard for the College and if there is anything he is able to assist the College with – he is more than willing to pitch in. He feels this is a great opportunity to continue to be involved in public service. Round table introductions were made.

3.2 Order of Business

As presented.

3.3 Confirmation of the Minutes

MOVED that the Minutes of June 9, 2011 be accepted as presented.

Pierre/Ondrik

Carried Unanimously

3.4 Finance

Final Audited Financial Statements

Mr. Reinders reported on the Finance Committee meeting where the Auditor made a presentation to the Committee. He provided a short overview of the Status Report ending June 2011. For receipts, we are at 32% vs. 30% as at June 2010. Expenditures were at 23% at June 2011 which is only 1% over last year at the same time.

Mr. Reinders extended an invitation to all Board members to become a member or renew their participation on the Finance Committee. This is a voluntary position. The Finance Committee meets about an hour earlier than the Private Session of the Board. We require at least 3 Board members appointed by the Board, and the Board Chair can be an appointed member. Any Board member is welcome to sit in on the Finance Committee at any time. It is an opportunity for members of the Board to get enthusiastic about that side of the College operation. Understanding our finances and monitoring how we are doing is probably one of the important things that the Board does. It provides a different perspective of the institution. Current members are: Richard Reinders, Alex Jensen and Orest Federko.

Moved that Richard Reinders, Alex Jensen and Orest Federko continue to be members of the Finance Committee.

Handy/Ondrik

Carried Unanimously

3.5 Monitoring Report

3.5 (a) Monitoring Reports

Doug McLachlan presented the Accountability Plan and spoke to the attached report.

3.5 (b) Virtual Tour

Heather Jackson presented and gave commentary on the Virtual Tour to the Board of Governors. The Board was most impressed with the presentation.

3.6 Unfinished General Business

None.

3.7 Business Arising and/or New Business

None.

3.8 Correspondence

None.

3.9 Items Brought Forward from the Private Agenda

None.

3.10 Linkage to Ownership

3.10 (a) Chair's Report

Orest Federko, Chair advised that he, Mr. Jensen and Mr. Pierre had the opportunity to meet with the Minister of Advanced Education and MLA. Kathryn Tenesse from the Ktunaxa Nation was also present. Their real agenda item was to meet with students. Dr. Rubidge felt it was a very positive meeting with the appearance of the facility, the staff and students that the Minister met. The group visited with the students of YPEP, LPN, BSN, International programs and also met briefly with EdCo. Debbie Hull, Executive Director of Teaching Universities, Institutes and Aboriginal Programs was very impressed and pleased with tour of the Aboriginal Gathering Place with the realization of how we have been able to get to where we are with the building with student and faculty involvement.

Mr. Federko commented that he will be attending the Select Standing Committee with Dianne Teslak to make a presentation on behalf of College of the Rockies. This is an opportunity to express some of our needs.

The Chair encouraged people to sign up for the COTR Fun Golf Tournament on September 23, 2011 at Bootleg Gap.

3.10 (b) President's Report

Dr. Rubidge stated that business was mostly process for his office. There have been a couple of changes in the bureaucracy. All the senior officials in the ministry are new or waiting to be appointed. Continuity is one of our challenges. We have a new Deputy and now the election has been put off. It looks as if the officials we have now will be there for the next 18 months.

Dr. Rubidge is going away on vacation to the UK and Europe at the end of September.

3.10 (c) Deans' and Directors' Reports

Laura Cooper:

Dr. Cooper stated that we had a very successful AGA with the Ktunaxa Nation. COTR provided the facilities to support the Ktunaxa in their AGA. The Pow-Wow was open to the public and we had the most attendance ever from the community. We also had the Ktunaxa Language Challenge. It was organized by Robyn Beattie-Lane and some of the language speakers of the Nation and is looking at a way to carry it on in the fall. We had elders and language speaker including Joe Pierre come to help us speak the Ktunaxa words for the different departments in the College. Senior Management will surely throw the gauntlet down to the Board to match the Ktunaxa word challenge.

COTR has just submitted 2 federal proposals for funding on Aboriginal Health initiatives which will be run in collaborations in many different departments. On October 6, 2011 we are hosting the CBT Columbia River Treaty Public Information session which is a wonderful opportunity for students, faculty and staff to liaise with the Columbia Basin Trust folks.

Dr. Cooper visited with TRU and we are looking at trying to have a block transfer for Associates of Arts in Journalism to their Journalism programs. COTR is also looking at whether we need to create a Learning Lab facility that will facilitate higher level software programs such as AutoCAD, Adobe digital imagery and promote Arts and the support for business or marketing programs. We are waiting for MOU from UBC that they have finally accepted our first year of engineering as a direct block transfer into their 2nd. Year of their Engineering Degree.

Ron McRae

The Fire Program continues to operate through the summer – 22 week program – graduation was in August. The Welding program runs 12 months/year but numbers have not been strong. ESL runs through summer as well – thanks to the International Department for bringing those students to us.

The program enrolment for the fall looks good on the trades side particularly on the Foundation level programs except for Carpentry. There were only 4 applications for our entry level carpentry so we have made the decision to postpone that until January 2012 and look to see if we could boost the ACE-IT at the high school to have a viable entry level program.

We do not yet have a signed contribution agreement from ITA. We are half way through our delivery year and we don't know what the final number will be. This is something we need to focus on at the senior management level.

The Gathering Place has made really good progress and we had a meeting a couple of days ago and will start to do some more on the project. Purchasing is putting out a call for quotes on window and doors and we are working on electrical and plumbing requirements.

Marilyn Petersen

Dr. Petersen shared with the Board that the biggest coup of her summer was negotiating the delivery of Semester 6 of Bachelor of Science of Nursing Program so that our students could stay here until the end of summer and then move to Victoria for Year 4. UVic has agreed to make our students distance students effective December 2011 and they will be delivering 3 courses on line and they will then hire professional faculty here to deliver the consolidated practical experiences in the hospital.

She has also been working on our new Practical Nursing Program. The Minister announced that the new curriculum had been approved. The program is moving from a 1 year 52 week program to a 2 year program with summers off. This is going to a very traditional diploma model.

There is a historical high enrolment in Business and CYFS has equaled last year's enrolment.

Pat Bowron

Ms. Bowron commented that this is an exciting time of year when International students are coming in. There are a good number of returning students with more countries than ever highlighted.

Fall is always a busy recruiting time and the department is busy getting everyone prepared for outbound travel. At the last meeting, Ms. Bowron had mentioned she was going to Chile to try to get the big scholarship program back for Canada. It was announced last week that Canada is back in the loop. Outbound mobility for staff and students is a big push for the International Department over the coming year with a number of exchange agreements (Brazil, Peru, Jamaica, Ecuador, Chile, Dominican Republic, etc.). Our 14 interns are still out in the field (Ecuador, Kenya and Tanzania) doing well and will be back in November. There are a number of projects still on the go with consultants just back from their consultancies so they are doing all their report back now and working with funders. We are looking to expand those projects and have a number of proposals in the queue.

Sheila McDonald

Ms. McDonald reported that the results of the Employee Satisfaction Survey have been received. Managers will meet with their staff and Deans will then be meeting with the managers so that we can develop an action plan.

Bargaining with Faculty continues. There doesn't seem to be anything on the home front in terms of when negotiations are going to be concluded. What happens with K-12 may influence our negotiations.

Ms. McDonald stated that on the staff recruitment site, there were approximately 15 moves starting from 1 retirement.

The Employee Satisfaction Survey results is on the intranet and available to staff. Results will be brought to the Board once an action plan has been developed. It was a bit of a disappointment with the results. There is obviously some work to be done.

Dianne Teslak

Ms. Teslak informed the Board that the provincial sub-committee that she sits on took a break over the summer. The group is waiting on the Office of Auditor General and the Office of the Controller General to sort out a few things and decide who is going to make the ultimate decision. It is hoped that we are able to move along fairly quickly now as we need to implement the procedures and systems at our end and we need to have those in place well ahead of our new fiscal year in April.

Ms. Teslak announced that Jim McFadden, Facilities Manager has decided to relocate to Kamloops and has resigned. Allan Nibbs has been hired as the new Facilities Manager and will start with the College in mid-October.

Ms. Teslak distributed updated information cards that will assist Board members to provide answers to the public when asked. Board members were invited to take several copies to distribute if they wish.

Doug McLachlan

Mr. McLachlan is sitting on a BC College's Provincial Sub-Committee to look at an Educational Planning Framework and he has been working with the province's Business Deans to preempt the government to share with them how the colleges collaborate and partner on a variety of areas. One of the areas they selected Business because there is so much collaboration with so many institutions involved. Consultants are working with the group on this.

The other project Mr. McLachlan is working on is pilot version of Inventory of Collaborations. The institutions share with the group a number of partnerships and collaborations we have. We have so many collaborations that it's difficult to figure out which ones they actually want and which were the most valuable. The idea is that a data base is there that we can all share and standardize. Hopefully it will be updated so we can learn from each other.

One of successes that we have had is the CBT Summer Works Program for small businesses. It has been such a success; CBT is now going to RFP so we now have to compete with other organizations on that. CBT is looking at a 3 year term.

Regional campuses are all off to a good start. Our rotational programs include Practical Nursing in Creston, Hairdressing in Invermere, ABE in all campuses, MAST and Adventure Tourism are full. Continuing Education continues to expand and grow. We hope to have NSERC in within the next couple of weeks.

Tanzania – spent some time in Tanzania on a consultancy through International Education. He feels that it was very successful and continued with the same group as last year. The information was put on a Moodle format and hopefully they can continue to access the information for next few months.

One of the things the Board brought forward was to focus on the 50+ population for Continuing Education. We have had a series of focus groups in 2 regional communities

and one here in Cranbrook looking at what other courses we can offer for Continuing Education.

Mr. McLachlan spoke to the Accountability Plan which is due into the Ministry by the middle of July and must be posted. Since this is not in time for the June Board meeting, it is posted as a draft until approved by the Board as a General Consent Agenda item.

The section that really applies to us is where the Ministry has identified a number of areas where we are accountable. Mr. McLachlan provided an explanation how the report is read. If anyone wanted to compare themselves with other institutions, every institution is required to post their Accountability Plan on their websites. This report is prepared for the Ministry after our audit is complete. The Ministry then supplies us with the actual numbers after we've gone through our FTE and indicate what we have achieved and not achieved. The only area that is indicated in our Accountability Plan that says "not achieved" is the Total Credentials Awarded. Our students have to actually apply for the credits even though they have received the credential – because they haven't applied for it, it is not counted. This has been an ongoing discussion with the Ministry to try to get the report to reflect what we are actually doing as we are actually meeting our target. The Registrar continues to work with the Ministry on the issue of not achieving the credentials awarded. Students are here for 2 years and go on to complete their degree somewhere else and don't bother to request credentials. This is an issue that is common to all colleges.

3.10(d) Education Council Report

Mr. Bailey commented that this report was a bit longer than normal. At the last meeting there were the usual approvals of course outlines. The group also talked about how decisions made by the Education Council impacts other areas of the College. A sub-committee was formed to create a checklist that will accompany policy changes, etc. There was also a brief discussion around the use of electronic equipment.

3.11 Agenda Items for Next Meeting

a. None.

3.12 Information and Good of the Institution

3.12(a) 2011/12 – 2013/14 Budget Letter

A copy of the July 8, 2011 letter from the Ministry of Advanced Education was presented to the Board for their information.

3.12(b) Aboriginal Gathering Place Funding Increase

Confirmation was received that the Ministry of Advanced Education has increased the total funding for the Aboriginal Gathering Place project to \$600,000.

3.12 (c) 2011/12 One Time AVED Foundation FTEs and Funding

Ms. Teslak announced that along with our operating grant, we have received a few one-time AVED funding:

\$185,000 – ESL Settlement Assistance Program

\$56,000 – ABE Student Assistance Program

\$70,000 – extra intake of Access to Practical Nursing (Short term Health Program funding)

\$57,000 - one time trades funding

3.12 (d) Board Appointment/Reappointment

A copy of the Order in Council for the appointment of Jim Abbott and reappointments of David Handy, Joe Pierre and Richard Reinders was presented to the Board for their information.

3.12 (e) City Boundary Expansion

This is an information item for the Board. At a City Council meeting a request was put to City Council to include the Gold Creek Campus into the City boundaries. Normally the inclusion into the City is at the request of the land owner. We really value our relationship with the City and did not oppose their request to expand the boundary.

3.13 (f) Additional Funding

Already covered in 3.12 (c).

3.13 Questions from the Public regarding any Agenda Items

None

3.14 Adjournment

Moved that the meeting be adjourned at 4:35 pm.
Jackson/Reinders

Carried Unanimously

Orest Federko – Chair

Date