



**MINUTES OF THE BOARD OF GOVERNORS  
PUBLIC SESSION NO. 3  
Thursday, September 11, 2003 at 3:00 p.m.  
Cranbrook Campus Board Room**

**Present:**

Pam Catsirelis, Elected CUPE Member  
Bruce Fairley, Appointed Member  
Tyler Fraser, Elected Student Member  
Kathy Hagman, EdCo Chair  
Len Luders, Appointed Member  
Chris Ondrik, Appointed Member  
Sandra Roberts, Appointed Member  
Troy Sebastian, Appointed Member  
Nick Rubidge, President and CEO

**Regrets:**

Darrell Bethune, Elected Faculty Member  
Cindy Brunel, Appointed Member  
Bob Langin, Appointed Member  
Dave McAnerney, Appointed Member

**College:**

Marianne Dakin, Board Assistant  
Heather Jackson, Institutional Research  
Denis Kielly, Director of Human Resources  
Donna Lomas, Dean of Instruction and Articulation  
Velma McKay, President of CORFA  
Doug McLachlan, Senior Instructional Officer  
Toni O’Keeffe, Director of College Relations/Communications  
Heather Schneider, Dean of Instruction and Development  
Lynne Shewchuk, Bursar  
Dianne Teslak, Manager Financial Operations

**3.0 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 following additions were made to the Agenda during the private session:

- 3.5 (d) EDO Report
- 3.8.1 Information and Good of the Institution
- 3.11 Questions from the public regarding any agenda item.

**General Consent Agenda**

Mr. Luders asked Dr. Rubidge to discuss the General Consent Agenda. Dr. Rubidge explained that the Board had adopted the Carver model of governance and consequently there are some items that should 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 under the consent agenda. It would be our expectation that these items come forward for approval without requiring any significant consideration or attention by the Board.

### **3.1 Confirmation of the Minutes**

The minutes of the meeting of June 12, 2003 were confirmed as presented.

### **3.2 Finance**

#### **a) Finance/Audit Committee Report**

Ms. Shewchuk informed that the Committee did not meet today so there is no report.

#### **b) Financial Status Report**

Ms. Shewchuk advised that there is no financial status report for the Board this month, but the Board will be given an update next month. The College is on target compared to last year.

### **3.3 Monitoring Reports**

Mr. McLachlan delivered a power point presentation and spoke to the Board of Directors Report that was attached to the Agenda. He explained that this first monitoring report is a pilot and management is looking to see if this is a valuable way to report back on the Ends Statements that were adopted by the Board. A reporting schedule for monitoring activities has also been developed. This month Ends Statements #1, 2, 3, 7 and 8 are being reported on. Information has been gathered from:

- a) Student Outcomes Survey: the Ministry contracts the Centre for Education Information to conduct the Student Outcomes Survey. Data is collected annually
- b) COTR Student Exit Survey: administered on an annual basis
- c) Audited FTE Report: produced by the Registrar's office annually for the Ministry
- d) Employee Satisfaction Survey: conducted on a biannual basis
- e) First Nations Report: produced quarterly by the Aboriginal Education Coordinator

Mr. McLaughlin noted that he had invited the institutional researcher to attend this meeting as she had gathered a lot of the survey information and put it into the form that has to be submitted to the Ministry.

There was a discussion regarding the data in the Student Outcomes Survey and whether the report actually meets the requirements of the Ends Statements and whether there may be other data that would help to get a sense as to whether or not the programs that we are producing are in fact graduating students with the right mixture of skills. It was suggested it might be useful to have a look at some of the other processes we have in the College. Dr. Rubidge responded that the question for the Board is whether they are getting the right data. It would take a two-year cycle for the College to respond fully to each Ends Statement, since the College uses a number of tools to collect information.

Mr. Kielly spoke to the Employee Satisfaction Survey and addressed questions from the floor.

Dr. Rubidge and Mr. McLaughlin spoke to the FTE Audit Report.

Mr. McLaughlin explained that the Aboriginal Coordinator was ill and not able to speak to her report. He did so in her absence.

The Chair thanked Mr. McLaughlin for his Report and remarked that an important aspect of monitoring is just asking the question and always looking at the data you have.

### **3.4 Discussion of the Ministry's Review of the Mandate, Roles and Responsibilities for Public Post Secondary Education in British Columbia**

The Ministry document was distributed to the Board and throughout the institution in July and responses have been collected. Dr. Rubidge spoke to the document and explained that this initiative came out of a meeting earlier in the spring with the Minister of Advanced Education, Board Chairs and Presidents. Dr. Rubidge explained how some of the other institutions are planning to respond. COTR is preparing an institutional response that will be brought to the Board for information.

### **3.5 Linkage to Ownership**

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

Mr. Luders reported that as Vice Chair he was recently invited to a social at the Invermere campus. It was a very enjoyable gathering where he met with the new campus manager, Marilyn Petersen, and the faculty and staff. He thanked the Board for electing him Chair. He appreciates the Board's confidence and looks forward to working with the members over the coming year.

#### **b) President's Report**

Dr. Rubidge highlighted portions of his report that was attached to the Agenda. He reported that he met with Jim Soles, the Assistant Deputy Minister over the summer and he has just received the package from the Ministry on the draft process and procedures for delivery of applied degrees. Dr. Rubidge noted it would be a challenge both in terms of cost of the process and the concept of what an applied degree will look like. Management will be reviewing the documents closely and responding to the Ministry.

At Dr. Rubidge's request Ms. Lomas provided further information. She explained that the College has been looking at applied degrees and received a good deal of support from its advisory committees. There are challenges with the Ministry's document which outlines more of a traditional academic degree with the work/practical component added on which would be difficult for the College at this time without allocating resources.

#### **c) Deans' and Directors' Reports**

Reports were delivered by the following Deans and Directors. Copies 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 Communication Services and College Relations
- Heather Schneider, Dean of Instruction and Development
- Lynne Shewchuk, Bursar

Ms. O'Keeffe distributed copies of the Student Handbook to the Board members.

d) EDCO Report

Ms. Hagman noted she is the outgoing EDCO Chair. She delivered her report, a copy of which is attached.

**3.6 Items Brought forward from the Private Agenda**

Mr. Luders informed that he was elected Chair and Mr. Langin was elected Vice Chair by acclamation. The auditors delivered a very positive report on the operations of the College.

**3.7 Cranbrook Site Master Plan**

Tabled.

**3.8 Agenda Items for Next Meeting**

Appointment of Auditors

Cranbrook Site Master Plan

Report to the Community

**3.8.1 Information and Good of the Institution**

Ms. McKay reported:

- Leonne Collier Smith, Fundamental ABE instructor at the Fernie campus, has just been elected to the Literacy Board of BC.
- Next Wednesday the Faculty Association will be hosting its third annual appreciation dinner for members who represent faculty on internal and external committees. This year's guest list includes thirty-six faculty members who served on from one to six committees.
- She will be making a presentation to the Standing Committee on Finance and Government Services on October 1. She will again be stressing the value of our College to the communities and students we serve and the need to adequately fund institutions like ours.
- Marcel Dirk, History instructor, reports that Anthony Rasporich, a retired historian from the University of Calgary, has donated to the College his collection of important historical journals. These journals will either add to or fill gaps in the library's holdings and nicely complement an earlier donation by a retired UBC historian.

Ms. Catsirelis reported on some of the activities undertaken by the CUPE staff:

- Betty Roper is a Red Cross trainer and was sent to Kelowna this summer where she instructed approximately 400 volunteers (in 10 different sessions) on how to fill out registration forms for evacuees and she also served at the Reception Centre in Cranbrook until our evacuees were allowed to return to their homes. The College granted Ms. Roper six days leave to allow her to volunteer her services.
- Sue and Al Bodnaruk volunteered their services on the Fire Information Line and Bonnie New and Erin Aasland Hall volunteered at the Fire Information Centre.
- Anna Harder volunteers as a marker on the chain change for the referees for the Rams football team.

Ms. Schneider reported that we have 109 international students enrolled and 8 more students are expected. There are 57 new students and 60 returning. By country: Japan 51, Korea 23, China 11, Taiwan 7, Hong Kong 5, Mexico 4, USA 3, Malaysia 2, Morocco 2, plus one from each of Sri Lanka, Thailand, Zimbabwe, Tanzania, Saudi Arabia, Phillipines, Jamaica, South Africa and Germany. Four students are at the Golden campus, the rest are in Cranbrook.

**3.8.2 Questions from the Public on Any Agenda Item**

Mr. Luders explained that the Board welcomes questions on any of the agenda items. This is something new that the Board would like to do in an effort to be open about items on the Agenda. The intent is not to get into questions regarding personnel or operational issues.

Ms. Hagman asked how many students were enrolled this fall. Ms. O’Keeffe responded that numbers are still being calculated because of late registrants and program starts. We should have a final tally by November.

**3.9 Meeting Evaluation**

Ms. Ondrik delivered her evaluation of the meeting. In summary, she did not note any issues.

**3.10 Adjournment**

The meeting adjourned at 5:15 pm.

**Next meeting**

The next meeting will be held in Sparwood on Thursday, October 9 at 1:30 pm. The meeting will be preceded by a luncheon and community consultation.

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Len Luders, Chair