



**MINUTES OF THE BOARD OF GOVERNORS**  
**PUBLIC SESSION NO. 3**  
**Thursday, September 9, 2004 – 3:00 p.m.**  
**Cranbrook Campus**

Present	Len Luders, (Board Chair)	Appointed Member
	Darrell Bethune	Elected Faculty Member
	Pam Catsirelis	Elected CUPE Member
	Janice Edwards	EDCO Representative
	Bruce Fairley	Appointed Member
	Bob Langin	Appointed Member
	Chris Ondrik	Appointed Member
	Nick Rubidge	President and CEO
	Troy Sebastian	Appointed Member
Regrets	Cindy Gallinger	Appointed Member
	Dave McAnerney	Appointed Member
	Sandra Roberts	Appointed Member
College	Pat Bowron	Manager International Partnerships
	Marianne Dakin	Board Assistant
	Denis Kielly	Director of Human Resources and Operations
	Donna Lomas	Director of Instruction
	Velma McKay	President of Faculty Association
	Doug McLachlan	Senior Instructional Officer
	Toni O’Keeffe	Director of Communications
	Ann Rice	University Studies Department Head
	Heather Schneider	Director of Instruction
	Lynne Shewchuk	Bursar
Dianne Teslak	Manager Financial Operations and Institutional Accountability	

**3.1 Welcome and Order of Business**

Mr. Luders took the Chair, called the meeting to order at 3:20 pm. and called for round table introductions.

The Agenda was adopted with the following amendment:

Add: 3.7 b) Correspondence: Letter to the Board from Former Student

**3.2 Confirmation of the Minutes of June 10, 2004** (*Agenda attachment*)

The minutes of the meeting of June 10, 2004 were confirmed with the following amendments:  
 Item 2.3 b) delete “there are no internal control recommendations” and replace with “there are no recommendations made to the internal controls in place.”

Item 2.7 b), second to last line, replace “dies” with “does.”

There was a brief discussion regarding the format of the minutes and it was decided that titles of address would continue to be used since the minutes are for public record.

### **3.3 Finance**

#### a) Finance/Audit Committee Report

Ms. Shewchuk advised that the Finance Committee did not meet this month and therefore there is no report.

### **3.4 Monitoring Report (Agenda attachment)**

#### a) Report on Ends Statements 1, 2, 3, 7 and 8: Student Outcomes Survey and Student Exit Survey

Mr. McLachlan spoke to the Monitoring Report. At his request Ms. Teslak was in attendance at the meeting to explain the process used for gathering data for the surveys. Ms. Teslak then discussed the process. Mr. McLachlan addressed questions from the floor.

The Student Exit Survey was reviewed and commented on. There was a brief discussion on cultural diversity and whether the survey was a good way to indicate the climate at the College. It was noted the special needs services and the services of the First Nations Coordinator were the least utilized of the student services and it was suggested there may be a better way of obtaining information from students with access issues. Ms. O'Keeffe explained the process followed to distribute the survey.

Positive comments were noted concerning quality of instruction, access to instructors and the fact that many students felt their critical thinking skills had been developed.

There was a discussion around transfer credit and whether the responsibility lies with the student or the administration. It was explained that the College's course outlines list course equivalencies with other institutions. Also, students are advised but not required to see an ed advisor. If they chose not to this can result in the student experiencing difficulties. The administration has tried to address any area where students have identified an issue. However, it is important to get information in writing from receiving institutions and this is a student responsibility.

Mr. Luders noted that the conclusions and recommendations outlined at the end of the Student Exit Survey were very informative.

### **3.5 Unfinished General Business**

There was no unfinished general business.

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

There was no new business.

### **3.7 Correspondence (Agenda attachment)**

#### a) Letter of July 12 from Auditor General

Ms. Shewchuk informed that the College would not be required to go through the process of tendering the audit for another four years.

#### b) Letter from a Former Student

Mr. Luders advised that the Board and Dr. Rubidge received a letter from a former student whom the College has been dealing with for some time. Mr. Luders and Dr. Rubidge have met

to discuss the issue and will meet again to follow up and deal with the situation. If they then feel it is necessary they will bring it to the full Board's attention.

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

Mr. Luders informed that the Board will hold its October 2004 meeting at the Fernie campus. Other changes to the regular schedule are as follows:

- the November meeting has been cancelled because it falls on Remembrance Day
- the December meeting will be held at the Cranbrook campus
- the May 2005 meeting will be held at the Creston campus.

The Bursar had conducted elections during the private session and Mr. Luders was reappointed Chair and Mr. Langin was reappointed Vice Chair of the Board for the following year.

### **3.9 Linkage to Ownership**

#### a) Chair's Report

Mr. Luders noted that he enjoyed the summer and is looking forward to another year with the Board.

#### b) President's Report (*Agenda attachment*)

Dr. Rubidge spoke to his written report. He noted the community's reaction to the decision to cancel the Horticulture program in Creston. There is clearly support for the College presence in the community. Dr. Rubidge will meet with Mayor Snopek and Town Council next week and discuss the programming challenges at the Creston campus.

#### c) Deans' and Directors' Reports (*Agenda attachments*)

The reports of the following Deans and Directors were attached to the Agenda:

#### Doug McLachlan, Senior Instructional Officer and Dean of Instruction

Mr. McLachlan expanded on his report as follows:

- the College's registered nursing program is transferring from BCIT and is moving to a partnership with Victoria
- nearly all of our graduates from the Resident Care/Home Support program in Fernie have been hired by the new care facility in Fernie
- Mr. McLachlan addressed questions from the floor regarding attrition and admission policies
- There was a discussion regarding the lack of enrolment in the First Nations Tourism Management program. Mr. McLachlan will ensure that this topic is on the Agenda for the next Aboriginal Advisory Committee meeting and discuss whether there is a need in the community for this type of program or if there is another program the College should focus on.

#### Denis Kielly, Director Human Resources and Business Operations

Further to his written report, Mr. Kielly explained the new CUPE selection process that is being piloted and which was developed by CUPE and management. It is more formal and quantitative than the process followed in the past.

#### Donna Lomas, Dean of Instruction and Articulation

Ms. Lomas spoke to her written report.

Toni O’Keeffe, Director of Communications and College Relations

Ms. O’Keeffe spoke to her written report and responded to questions from the floor regarding enrolment. She discussed her marketing initiatives and explained that she is developing an enrolment management plan and will be presenting it to the College community later this month.

Heather Schneider, Dean of Instruction and Development

Ms. Schneider spoke to her written report.

Lynne Shewchuk, Bursar

Ms. Shewchuk spoke to her written report.

e) Education Council Report

Ms. Edwards circulated the EdCo report and addressed questions from the floor.

There was a discussion on the lack of math skills of students coming from the high schools and the fact that high school graduation requirements do not mesh with post secondary entrance requirements. Mr. Luders commented that we must keep doors open for students.

**3.10 Agenda Items for Next Meeting**

Update on facility planning

Fernie Open House

**3.11 Information and Good of the Institution**

- Ms. McKay reported:
  - During the summer four different instructors in the Applied Business Technology program have been involved in the creation of online courses to allow the College to offer two full majors online to our distance students beginning this September. The General Office Assistant Major and the Online and Desktop Production Major are now available and the Legal Administrative Assistant Major will be available soon. Though the Legal Administrative Assistant major is currently being offered via BC Campus we hope to have the articulation in place through EdCo by midOctober, which will allow College of the Rockies to provide the certification to the students.
  - Richard Hewko, University Studies Physics instructor spent a month of professional development time teaching a graduate course to school teachers upgrading to a Masters degree at Arizona State University in Integrated Math and Physics. This is the second year that Richard has spent part of his summer teaching at ASU.
  - Angela Abdou, University Studies English instructor, was one of the three participants in the Sweden exchange and she spent two and a half weeks at the Centre for Flexible Learning in Soderhamn, Sweden. She meet with administrators, teachers and students, participated in language classes, gave guest lectures on Canada and delivered presentations on Canadian poetry. She also spent three days the Saskatchewan Festival of Words which was in her words “an English teacher’s dream.” She also participated in the Sage Hill Writing Experience at a monastery in Lumsden, Saskatchewan where she was one of only six students accepted into Lynn Coady’s Fiction Writing Workshop. Angela was very inspired by the experience and will be no doubt passing on some of that enthusiasm to her own students.
  - Joan Bray, Registered Nursing instructor, spent twenty-four days at Matangwe Kenya working with the people of the Lou Tribe. The experience was in cooperation with Care

Partners International in Kitchener/Waterloo, Ontario. The Matangwe Clinic was started in 2000 by Steve and Sylvia Scott (originally from the Bondo/Matangwe area of Kenya. They are Lou but have lived in Ontario since 1979 and were devastated by the conditions when they first traveled back to Kenya in 1996- thus the efforts to build a clinic to provide primary health services. Joan paid all her own expenses to help the organization set up Home Based Care and to begin the process of HIV/AIDS counselling and testing. Joan is in the process of writing a Reader's Theatre play to capture the essence of this life changing experience.

- Sharon Richardson, English Language Training instructor reports that the ELT program has been restructured to better meet the needs of students and hopes to have all the new courses articulated provincially this fall. They report an increase in domestic students.
- Ms. McKay had the honour of presenting a workshop on Singing in Math and a keynote presentation on Humour in the Workplace at a professional development day for faculty and staff sponsored by the Institute of Learning and Teaching at the College of New Caledonia in Prince George.
- Bruce Fairley commented that over the summer during a visit to his dentist he had met a certified dental assistant who had graduated from the College's program and who remarked to him on the excellent training she received at the College.
- Ms. Rice informed that:
  - Carol Pakkla, Criminal Justice instructor, has begun planning a Criminology Recruitment Fair which will be held at the College on October 22.
  - the university studies department had a retreat in September and discussed implementing the College's Education Plan. At the end of the day there was a round robin of how critical thinking was taught in each course.
  - Three core abilities have now been adopted into the course outlines: use written and oral communication skills effectively; think clearly and critically, fusing experience, knowledge and reasoning into considered judgment; and identify, interpret, and solve problems, effectively implementing and evaluating proposed strategies.
- Ms. Bowron informed that we have 117 international students, which is almost the same as last year's record numbers. Sixteen countries are represented. An exiting innovation this fall is that our ESL coordinator is working with each student (new and returning) to develop learning plans to help them manage their expectations and to help us meet their needs. We also have another batch of interns heading out – four to Ecuador and two to Mozambique, to join the two we have in Ecuador and the two in China.
- Mr. Langin commented that he and his wife had a very enjoyable time at the employee recognition dinner in June.
- Dr. Rubidge shared a letter from Dr. and Mrs. Dave Lenz whose son spent two years at the College taking university transfer courses. The letter was very complimentary regarding their son's experience at the College and the quality of instruction he had received. Dr. Rubidge also read aloud a thank you message from the coordinator of the Royal Roads MBA program commenting on how pleased the students were with their visit to COTR.
- Mr. Bethune and Ms. Catsirelis both announced that regrettably they would not be seeking re-election to the Board.

### **3.12 Questions from the Public on Any Agenda Item**

There were no questions.

**3.13 Meeting Evaluation**

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

**3.14 Adjournment**

The meeting adjourned at 5:10 p.m.

On behalf of all the Board members Mr. Luders thanked Ms. Catsirelis and Mr. Bethune for their contribution to the Board.

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Len Luders, Chair