



**MINUTES OF THE BOARD OF
GOVERNORS
Cranbrook Campus
Thursday, March 13, 2014
Public Session 4**

Attendance:

Jim	Abbott	Appointed member
Glen	Campbell	Appointed member
Orest	Federko	Appointed member
David	Handy	Appointed member- Chair
Ken	Hoepfner	Appointed member– Vice Chair
Rob	Ondrik	Appointed member
Doris	Penner	Appointed member
Gloria	Perry	Appointed member
Joe	Pierre	Appointed member
Richard	Reinders	Appointed member
Avery	Hulbert	Chair – EdCo
Colhane	Martyniuk	Elected CUPE
Betty	Mosher	Elected Faculty
Luis	Rodriguez	Elected Student
Serena	Petrushevsky	Elected Student
David	Walls	President & CEO
Marilyn	Petersen	Acting Vice President, Education
Dianne	Teslak	Vice President, Finance
Pat	Bowron	Exec Dir., International & Regional Development
Sheila	McDonald	Executive Director, HR
Sue	Bodnaruk	Board Assistant
Public		
Leslie	Molnar	President, CORFA/Instructor

* Highlighted: indicates **Not** in Attendance

4.1 Welcome and Call to Order

Ken Hoepfner, Vice Board Chair called the meeting to order at 3:00 pm.

The Vice Chair reminded the Board of the Wine & Cheese being hosted by CORFA and CUPE following the conclusion of this meeting.

Mr. Hoepfner announced that the Board will be directly involved in half day meetings with Louise. The Strategic Planning Committee will join with the Board prior to the Board meeting on May 15, 2014. A tentative meeting has also been set for the Board on June 12, 2014. As well the Board is invited to attend the meetings of the SPC and Management team on April 24 and April 25 which will review the strategy developed to fulfill the theme maps. June 12th is the final Board meeting of the year and will conclude with the usual year end Board dinner

4.2 Order of Business

Add: None.

4.3 Confirmation of the Minutes – February 13, 2014

Corrections were made to:

4.10 (d) Aboriginal Gathering Place will be ready by the end of ~~February~~ March

4.10 (f) Title: Executive Director, International Affairs & Regional Development

Public Attendees: Leslie Molnar, Jim Bailey and Sandy Lavery should be noted as EdCo members.

Moved that the Minutes of February 13, 2014 be approved as amended.

Mosher/Federko

Carried Unanimously

4.4 Finance

a) January 2014 Status Report

Ms. Teslak stated that the Finance & Audit Sub-Committee did not meet today but spoke to the January 2014 Status Report. We are 83% of the way through the fiscal period and on the receipt and the expense side we have positive variance. Within the Special Projects is where we have our ancillary services. We have reduced the overall net revenue target for the Bookstore by approximately 44%. Ms. Teslak stated that this was the only significant change and there were no items of concern. Information was received and filed.

4.5 Monitoring Report

None.

4.6 Unfinished General Business

None.

4.7 Business Arising and/or New Business

a) None.

4.8 Correspondence

None.

Items Brought Forward from the Private Agenda

None.

4.10 Linkage to Ownership

a) Vice Chair's Report : Ken Hoepfner

The Vice Chair reported that the Board is continuing to work with BRDO to make appointments to the Board. At the last Board meeting, four standing committees of the Board were established. The Executive and Governance Sub-Committee is charged with succession planning for the Board and we are taking initiatives to be proactive to ensure we have people with the right skills. To date, five applications have been submitted to BRDO and the hope is to have people appointed before our current Board members' terms are completed.

During the Private Session, the Board requested Golden and Creston be included in the External Stakeholder consultation sessions for strategic planning..

b) **President's Report: David Walls**

The President's report included updates on:

- Strategic Planning oversight;
- Presentation to the Cranbrook Chamber of Commerce;
- Meetings with various constituency and organizations

c) **Vice-President, Education Report: Marilyn Petersen**

Dr. Petersen spoke briefly to her written report and informed the Board that she is trying to move the Applied Research agenda forward and has set a monthly Research Ethics Board meeting as well as striking a Research Advisory Committee to review policies and processes. We will also be looking to identify international opportunities. With regard to the earlier conversation on the Aboriginal Gathering Place, Dr. Petersen informed the Board that after discussions with Don Maki she submitted a letter of intent to the Vancouver Foundation to request funding for development of a comprehensive student health and wellness strategy. Part of that proposal included funding to create displays and archives of Ktunaxa culture in the Aboriginal Gathering Place and media resources that talk about the culture and money to support activities to build bridges.

Applied Research involves building the infrastructure at the College. We have policies developed to ensure NSERC and SSHRC qualification and need to make sure those policies work for us and that we have the processes in place. COTR will start to apply for funding and get a better understanding of what's out there to support the infrastructure. And obvious project would be the SunMine project in Kimberley if that moves forward. There are more practical ones related to our programs that would involve our students: Fire Program – positive pressure attack, Timber Framing – illustrate how safe timber frame structures are, Nursing Program – Shame in Learning/Shame in Health.

David Walls added that Applied Research needs to be grown at the grass roots level leveraging the expertise that is already present at the College. If we can put forward one proposal and get one project underway, then others will see what we are capable of and from there it will grow.

d) **Vice President, Finance: Dianne Teslak:**

Ms. Teslak commented on the reports submitted from departments under her responsibility. The Finance Department is exploring the development of an internal audit function into its department. There are 12 working days after March 31st to complete the year-end financial, to have substantially completed the audit, have the financial statements prepared and submitted to the Ministry. The VP Finance had a meeting with the Justice Institute of BC to share information on Colleague. COTR is a Colleague institution and is involved in a shared service consortium. We share a server with 6 other institutions. From a financial perspective it is an absolutely efficient model, She believes that it is by far the best examples of a shared services project

in the province. The JIBC is interested in looking at a consortium model. The Board that supports the Shared Services consortium has invited the 4 outlying institutions to a meeting to do a “show and tell” on the Colleague model.

e) **Executive Director, HR: Sheila McDonald:**

Sheila McDonald 's written report was submitted to the Board for their information. The men's volleyball team won the bronze medal at the Provincial with one of our players named Men's Player of the Year. We are in the process of confirming coaches for next season.

A legal opinion has been sought with respect to the compensation freeze for Management and applicability to move through the increments on their pay scales. PSEA and PSEC have agreed with the legal opinion that increments are a contractual requirement and have approved Management receiving increments on their anniversary date.

Question was asked if there is any movement with regard to Board compensation. It continues to be discussed and will probably be a topic of discussion at a meeting scheduled with Board Chairs in June.

f) **Executive Director, International Affairs: Pat Bowron**

Pat Bowron highlighted areas in her written report. The International department is excited about various applied research opportunities in Brazil and Vietnam. Ms. Bowron also highlighted areas at the regional campuses and in business development. She informed the Board that the training programs through Columbia Basin Trust have been extended and that CBT is impressed with COTR's operation and fulfilled past contract agreements.

g) **Education Council Report**

Avery Hulbert reported that EdCo has met once since the last Board meeting. At the March meeting discussion was held on Policies 6.1.2 and 6.1.5 to provide advice to the Board. Ms. Hulbert stated that EdCo has 2 standing committees – one of which is the CASC committee that looks at curriculum and course outlines, program outlines and she wanted to commend them. They have an exceptionally high work load on this committee. They meet before EdCo, they review all course outlines and decide whether it should go to EdCo or go back to the instructor if it needs changes.

Ms. Hulbert discussed the new processes being implemented when instructors are requesting that there be a back-dating of course outlines after a course had already begun or where students had already registered.

The Student Affairs Policy (SAP) Committee is also busy. They are working on their new terms of reference and reviewing and revising policies that are within EdCo's mandate for approval. Ms. Hulbert commended all the amazing Edco members.

4.11 Agenda Items for Next Meeting

a) None.

4.12 Information and Good of the Institution

- a. A copy of the Ministry of Advanced Education funding letter to help support English as a Second Language was presented for information. This funding will be for one year only. The funding was flowing from the Federal government to the Province to do ESL training for new immigrants. The Federal government decided to stop that funding because it was not consistent as only 2 provinces were receiving that funding. This will have significant impact to institutions in the lower mainland.

Leslie stated that she had an opportunity to meet with Minister Virk to discuss this issue.

4.13 Questions from the Public Regarding any Agenda Item

None

4.14 Adjournment

Moved that the meeting be adjourned at 4:15 pm.

Perry/Mosher

Carried Unanimously

Ken Hoepfner – Vice Chair

Date