



**MINUTES OF THE BOARD OF GOVERNORS
PUBLIC SESSION NO. 3
Wednesday, June 12, 2002 at 6:00 p.m.
at the Cranbrook Campus**

- Present:** Darrell Bethune, Elected Faculty Member
Pam Catsirelis, Elected CUPE Member
Bruce Fairley, Appointed Member
Kathy Hagman, EDCO Chair
Gisele Kitchen, Elected Student Member
Bob Langin, Appointed Member
Denice Louie, Appointed Member
Len Luders, Appointed Member
Dave McAnerney, Appointed Member
Chris Ondrik, Appointed Member
Nick Rubidge, President and CEO
- Regrets:** Janice Bradshaw, Appointed Member
Cindy Brunel, appointed member
- College:** Pat Bowron, Director of International Partnerships
Jason Colombo, President of CUPE Local 2773
Marianne Dakin, Board Assistant
Denis Kielly, Director Human Resources
Donna Lomas, Dean of Instruction
Doug McLachlan, Senior Instructional Officer
Toni O’Keeffe, Communications Director
Sharon Richardson, Faculty Member
Heather Schneider, Dean of Instruction
Lynne Shewchuk, Bursar
Cheryl Weber, Coordinator International Education
- Visitors:** Jos Nolle, Director of International Education, Niagara College
Damian Goulbourne, Coordinator International Development, Niagara College
Dr. Al Eyde, Vice President Espiritu Santo University, Ecuador

3.1 Welcome and Order of Business

Ms. Louie took the Chair and called the meeting to order. She welcomed the visitors and called for round table introductions.

The following additions were made to the Agenda under Announcements from the Private Session: 3.7b) Audit, c) Budget 2002/03, d) Policy Governance and e) Tuition. The Agenda was adopted as amended.

3.2 Confirmation of the Minutes

The minutes of the meeting of May 9, 2002 were confirmed as presented.

3.3 Unfinished General Business

None.

3.4 General New Business

None.

3.5 Reports

a) Report on ACCC Conference

Ms. Louie reported that she, Dr. Rubidge and Ms. Bradshaw had attended the Association of Canadian Community Colleges (ACCC) Conference in St. John's. They networked with other colleges and board members and attended several workshops and presentations including the Rural Symposium. The ACCC selected the Columbia Basin Alliance for Literacy project, as one of eight Exemplary Practices in Community Development. Ms. Leona Gadsby of the Invermere Campus, spearheaded the project and presented it at the national symposium. Ms. Louie commended Ms. Gadsby for her work with the Alliance and her excellent presentation. Ms. Louie noted that Ms. Bradshaw was elected the regional representative for BC and the Yukon on the ACCC Board.

Ms. Louie referred to the ACCC Advocacy Update document, which is attached. The Association identified seven priority areas through which it will move more aggressively to promote the role of colleges and institutes at the federal level: national skills agenda, applied research/innovation, on-line learning, serving rural and remote communities, funding issues/accumulated deferred maintenance, student mobility, student debt/financial aid.

Ms. Louie attended several workshops and presentations and one keynote was on colleges and institutes working in collaboration with aboriginal communities and how partnerships with colleges had positively impacted the aboriginal communities and the colleges. One example was with Northlands College which serves a population that is 80% aboriginal. They increased a \$6 million budget to \$12 million with the partnerships. The other workshop was on alternative delivery methods and responding to skills shortages. The presentation included several people working in the health field delivering distance learning. One point of interest was that students on line are partnered with professionals in their own communities for mentoring.

Ms. Louie thanked the Board for the opportunity to attend and noted she would be happy to visit with anyone if they wished further information.

There are examples of what colleges are doing in various rural communities around the country on the ACCC website www.accc.ca.

b) Chair's Report

Ms. Louie attended the graduation ceremonies on May 31 at the College and visited with several of the students afterwards at the reception.

She has received an invitation from the Honourable Shirley Bond, Minister of Advanced Education, to attend a meeting with all post secondary institution Board Chairs and Presidents.

c) President's Report

Dr. Rubidge reported:

- The Assistant Deputy Minister of Advanced Education, Jim Soles, visited the College last week and the visit went very well. He was able to “squash” some rumors. He also provided us with some insights regarding potential future funding formulas. He did say “Do not ask us for more money, tell us how you can save money.”
- We have been informed by the Minister of Advanced Education’s office that the Minister plans to visit the College in September.
- Re-organization within the College has been announced. Some physical moves are currently underway to support the re-organization.
- We will be holding a Town Hall session June 13th and then another one August 30th. We will be inviting employees to participate in shaping the future of the College through these two meetings.
- We will be working on our Customer Service Initiative over the next year. The objective of the Initiative is to build customer loyalty, strengthen community support/endorsement, build stronger partnerships that will lead to increased investment and increase our customer satisfaction rates.
- Staff will be invited to share their ideas on how we can enhance customer service levels at the College of the Rockies. This Customer Service Strategy is being developed based on our student feedback survey, recommendations from our staff, the employee satisfaction survey, our community consultations and marketing brainstorm session with employees. All of these feedback processes indicated a need to enhance customer service levels at the College.
- The College has an exciting line up of events for staff and students for frosh week which begins September 4 including: white water rafting, hikes in the Community Forest, student/staff mixers, a scavenger hunt and lots of other activities. We have a FROSH week link on our web site.
- The Kimberley Campus has just completed its first Timber Framing program. Twelve students constructed two cabins and one barn during the 13-week program that covered all aspects of timber framing from design, engineering and CAD drawings.
- The Science Department organized Exploring Science workshops. Exploring Science was held for Grade 6 students the last week of May.
- Registration starts next week and students will be able to register on-line for the first time.
- The Literacy Golf Tournament in Invermere was a great success and \$12,000 was raised.
- Doug McLachlan, Senior Instructional Officer, and Pat Bowron, Manager International Partnership and Development, and Dr. Rubidge are travelling to China to pursue training contracts.
- Convocation was a great success. We graduated over 600 students and almost 300 participated in the ceremony.
- Legislation was passed for the Sea to Sky University. Squamish will be the home to Canada's first private, non-profit university.
- Dr. Rubidge invited all to attend the staff barbeque tomorrow evening.

d) **Edco Report**

Kathy Hagman delivered her report, a copy of which is attached.

3.6 Correspondence

- a) Letter of May 10, 2002 from Ministry of Advanced Education regarding the Miscellaneous Statutes Amendment Act 2002 (agenda attachment)

Dr. Rubidge informed that the government has amended the College and Institute Act and has removed the requirement for Ministry approval on tuition fee increases. However, this was done after the Board's March 13 meeting where a motion was passed to adopt tuition adjustment recommendations. A Bylaw amendment had been prepared and forwarded to the Ministry for approval but the Ministry suggested that the Board re-approve the tuition bylaw so that it will not require Ministry approval. In the private session the Board discussed and passed a motion re the tuition amendment. The Bylaws that we passed with respect to the tuition fees were the same in every respect except with respect to seniors. If there are spaces available in a particular class, people over 60 will be allowed to take the class free of charge. If the class were full they would pay tuition at a 20% reduction.

3.7 Announcements from the Private Session

- a) Introduction of New Senior Instructional Officer

Ms. Louie introduced Mr. Doug McLachlan, the College's newly appointed senior instructional officer. Dr. Rubidge thanked Heather Schneider for her leadership as senior instructional officer over the past several years and expressed his appreciation for her support and dedication in his initiation year as President. Mr. McLachlan will now take on the responsibility of the position for the next two years.

- b) Audit

Mr. Langin noted that the audited statements were presented and reviewed at the Finance Committee meeting and they were then brought to the Board for approval. Ms. Louie expressed appreciation to Ms. Shewchuk, the College's Bursar.

- c) Budget 2002/03

Dr. Rubidge noted that we have tabled the budget and in so doing tried to adhere to the guiding principles for budget development that the Board had established for the administration. Dr. Rubidge reviewed the guiding principles.

Ms. Louie advised that the Board did approve the budget today in the private session.

3.8 Information and Good of the Institution

Ms. Louie noted that the Board of Governors held a retreat in May and adopted the following resolution:

Moved that the College of the Rockies board of Governors will adopt a policy governance model for its management of the affairs of the College of the Rockies. Until such time as the Board formally adopts a set of end statements, current Board policies and procedures will remain in force.

Dr. Rubidge distributed information (attached) on the adoption of the Carver Guide for Board Members. Ms. Louie noted the Board will continue to work on developing the Carver Model over the summer months.

a) Presentation on Ecuador Project

Ms. Bowron introduced guests Dr. Al Eyde, Vice President Academic of Espiritu Santo University, Ecuador, and from Niagara College: Mr. Jos Nolle, Director of International Education, and Mr. Damian Goulbourne, Coordinator International Development. Mr. Nolle then delivered a presentation on international opportunities and the internationalization process.

Dr. Eyde reported on the success of the College's interns in coastal Ecuador with the Sustainable Eco-Tourism project. Further information is available on the College website www.cotr.bc.ca/ecuador.

Good of the Institution

- Ms. Louie commented that she has appreciated the guidance and assistance of the members during her year as Chair and she wished everyone well over the summer.
- Mr. Bethune reported:
 - Cindy Oliver, former faculty member, has been elected president of the College and Institute Educators Association.
 - Leona Gadsby, faculty member, Invermere campus, was co-organizer of the Ninth Annual Literacy Golf tournament in Radium that raised \$12000 for charity.
 - Faculty are currently involved in portfolio development sessions. This process is a faculty driven evaluation that includes establishing teaching goals and evidence of how they are achieved.
 - Exploring science was organized by Leslie Molnar. About 400 students from grades 5, 6 and 7 took part. Workshops were conducted by Stevi Stephens – Anthropology; Doug McBride, Betty Mosher, Ann Rice, David Clague – Biology; Bonnie Bukwa, Sandra Carrier – Chemistry; Kori Street – History; Richard Hewko, Jim Bailey – Physics. The school teachers and students were very pleased with the experience.
 - Bev Weber organized a May-June calendar of several lunch time faculty professional development activities.
- Ms. Catsirelis reported:
 - she would like to recognize the registration department who were responsible for organizing the College's convocation ceremonies and instituting on-line registration and the tuition fee adjustment.
 - the registration department is looking forward to being under Ms. O'Keeffe's direction.
 - there are 50 people on the waiting list for the residence.
- Ms. O'Keeffe commented on the calibre of the guests' presentations and thanked Ms. Bowron for organizing the visit.
- Ms. Kitchen reported that she attended the Canadian Federation of Students' Conference in Hull which focused on people with disabilities, particularly disabilities that are not visible.

3.9 Adjournment

The meeting adjourned at 7:40 pm.

Denice Louie, Chair