



**MINUTES OF THE BOARD OF GOVERNORS  
PUBLIC SESSION NO. 2  
Thursday, June 10, 2004 – 3:00 p.m.  
Cranbrook Campus**

- Present: Len Luders, Appointed Member (Board Chair)  
Darrell Bethune, Elected Faculty Member  
Cindy Brunel, Appointed Member  
Bruce Fairley, Appointed Member  
Bob Langin, Appointed Member  
Dave McAnerney, Appointed Member  
Chris Ondrik, Appointed Member  
Sandra Roberts, Appointed Member  
Nick Rubidge, President and CEO  
Troy Sebastian, Appointed Member  
Stevi Stephens, EdCo Chair
- Regrets: Pam Catsirelis, Elected CUPE Member  
Tyler Fraser, Elected Student Member  
Colin Lindell, Elected Student Member
- College: Denis Kielly, Director of Human Resources and Operations  
Donna Lomas, Dean of Instruction  
Toni O’Keeffe, Director of College Relations  
Heather Schneider, Dean of Instruction and Development  
Lynne Shewchuk, Bursar  
Fairy Marshall, Assistant to the Bursar (recording)
- Guests: Sharon Richardson, ELT Instructor  
Cindy Crawford, Employment Services Officer, Information Services

**2.1 Welcome and Order of Business**

Mr. Luders took the Chair and called the meeting to order at 3:12 pm. The Agenda was adopted as presented.

**2.2 Confirmation of the Minutes**

The minutes of the meeting of April 8, 2004 were confirmed as presented.

Mr. Sebastian questioned the format and use of formal titles of address. Members requested that format be changed from past practice and now use first names.

**2.3 Finance**

a) Finance/Audit Committee Report (Bruce Fairley)

The Finance Committee had met earlier in the day and the meeting was devoted exclusively to the audited Financial Statements for the Year Ended March 31, 2004. The bottom line is that the College had a good year and has been able to fund renovation work to be done on the Residences. After careful scrutiny the Committee saw no difficulties or problems and recommended approval of the Financial Statements:

**Motion: Fairley/Langin**

***THAT the Board approve the College of the Rockies consolidated Financial Statements for the Year Ended March 31, 2004.***

**Carried (unanimously).**

b) Auditors' Reporting Letter and Audited Financial Statements (*Agenda attachment*)  
(Lynne Shewchuk)

The Auditors' Reporting Letters differed slightly this year:

- May 28, 2004 Letter to the Bursar indicated that Financial Statements have been completed and that there are no internal controls recommended.
- May 28, 2004 Letter to the Board included a statement that there is no conflict of interest and that there is no significant disagreement with management.

It was noted that no issues were found and the Board is at liberty to request an independent audit at any time. Once signed, copies of the Financial Statements will be sent to the Ministry and the Auditor General's Office. A summary will be posted on the web and copies will be made available.

c) Board Budget 2003-04

Bruce reported that the Board showed great restraint over the past year in expending only \$52,201 of \$70,702 budgeted.

**2.4 Monitoring Report** (*Agenda attachment*)

a) Report on Ends Statements 3 and 7: Student Employment Services,  
Practicum Review Process and 2003/04 Practicum Report (Doug McLachlan)

Goals in education include practicum work experience. Doug introduced Cindy Crawford, Information Services Officer, commenting on the excellent job done by Cindy, and asking members to direct questions to Cindy. Members expressed surprise and pleasure at the numbers and variety of practicum and work experience placements.

Darrell asked what is needed to make this work in the long term and expressed concern re burn-out of employees in the short term.

Cindy advised that the College is servicing all campuses and that is part of the challenge. Practicums are set up on a rotation basis among the campuses. More time is needed to spend with the employer and the College must be organized and diligent when working with employers as the College is measured in terms of its success in placing students. Students are very involved in looking for work and are also heavily assisted to attain that objective. The College is striving for consistency in work placements and through the work that Toni has done on manuals, etc., which are taken to the workplace. Practicum placements are required in order to successfully complete programs.

- Criminal Justice students have a 21-hour practicum requirement that was set up with the assistance of Michael Carey who is on the advisory committee. This includes RCMP 'ride-alongs', court, work with Youth & Adult Probation.
- Practicum Placements involve an agreement signed by the student, the instructor or department head, the employer, and the parent if the student is under 19, prior to starting the practicum. The practicum manual includes an evaluation, learning outcomes, and the

expectations of the College, students, employers and instructors. Students meeting the Ministry definition of practicum are covered by WCB.

- Practicum Placements are a huge marketing tool.
- Some programs, e.g., Dental, is involved in placement, but more of this is being transferred to Cindy.
- In response to a query re on-line point of presence for businesses that would link with students, members were advised that the College is connected with Workopolis, whereby employers may phone Cindy and she will post and email out the 'help wanted' ads to students registered as job seekers.
- There needs to be increased awareness in the community that there is a practicum component available and that Workopolis is available.

Doug commented on space requirements and the lack of a "front line presence" for students and Student Services that has been identified as an issue within the College's capital plan.

It was suggested that monitoring could be achieved by looking at the number of programs with practicum components and by looking at the number of repeat employers.

Chris Ondryk attended the meeting at this juncture (15:50 hours).

## **2.5 Unfinished General Business**

- a) None

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

- a) FTE Enrolment Report (Audited) (*Agenda attachment*) (Lynne Shewchuk)

The report is produced by the Registration Department and is submitted annually to the Ministry of Advanced Education. Acronyms: FTE – Full time equivalent; SCH – Student contact hours, and is submitted using Ministry Audit Statement terminology. The first 2 pages are the programs funded by the Ministry and the next 2 pages are trades information to be submitted to the Industry Training Authority (ITA). The College has produced a 100% of the FTEs required by the Ministry. Troy requested a cover sheet to explain acronyms with future reports. Nick advised that this is not a report for the Board but an audit statement required by the Ministry. The direct link between FTEs and budgets is not a hard line and smaller classes cost the same, irrelevant of the number of students. It becomes relevant when the College wishes or is directed to offer, for example, more nursing (e.g., increase by 50% to 100%). As nursing FTEs are expensive to provide, the College would then request increased funding to cover those expenses.

## **2.7 Correspondence (*Agenda attachments*)**

- a) Letter of Invitation from Recreation and Event Management Students

Darrell reported that the event, to be held September 17, includes biking, canoeing, 'triking', running, and storming the wall. He volunteered to be a team member, organize a Board team and contact members by email. Len volunteered to bike or canoe.

- b) Letter from Minister Bond to the Students' Association (Nick Rubidge)

This is the culmination of a great deal of effort and work on behalf of the students. The Order-in-Council has yet to be passed, but the Government has stated that they have designated the Student Society under the College & Institute Act. For the College to be required to collect

money for the students, they need the designation under the Act. Once passed, the College does not have a choice unless they fail to comply with the requirements of the Act.

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

It was noted that there had been good discussion on additional monitoring possibilities regarding End Statement No. 8 and that this item will be carried forward and discussed in the fall.

## **2.9 Linkage to Ownership**

### **a) Chair's Report (Len Luders)**

Len attended the ACCC along with Nick, Troy, Carrie Schaffer and Patricia Bowron. The focus of the conference was on Community Development, the role of community colleges and small rural colleges within the community and their impact on community and economic development. The impact of demographics in education was noted...e.g., in Saskatchewan in 2015, it is predicted that of all children entering kindergarten, 46% will be aboriginal. There was a special session on governance for board chairs. A CD on governance was put together by the ACCC and will be left with the President should anyone wish to view it. ACCC will be held in Moncton, NB next year for the first week in June. Troy commented on the various success stories and issues put forward by other attendees. Bob attended Convocation in Len's absence which he reported as being well organized and enjoyable.

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

A 'thank you' was added to the staff who worked on convocation. A group of drug and alcohol counsellors from aboriginal communities and organizations (CANDU) held workshops at the Cranbrook campus and stayed in residence. Attendees expressed pleasure at being on campus and the reception they received from the college and, in particular, Pam Catsirelis, residence staff and the cafeteria. The College recently hosted the Fire Fighter Officer Training and the Society of Vocational Instructors (SVI) annual general meeting. A 'letter to the editor' from the President of the SVI was recently published, congratulating the staff of the College and the City for their hospitality.

The College is looking to growth and is exploring more opportunities, including an increase to degree granting opportunities for the East Kootenay Region. This will be achieved through partnerships with other Colleges and Universities, e.g., UVic education, nursing, etc., as the College is not able to receive approval to grant degrees.

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

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

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

Troy queried the increase in revenues for the Bookstore as the purchase of texts is a major cost for students and was advised that the Bookstore does operate on a profit model but has initiated a used book buy back program to assist students and much of the profit results from the sale of logo clothing and incidentals.

Troy expressed surprise that the gym is closed in May and June and queried costs.

Denis reported that gym opening requires a minimum of 2 attendants at a cost of \$7,500+/month. With the success of the International Education and other programs (Athletics development camps, kids' art camp, more sports camps) coming into the College in May and

June, gym opening has been re-instituted. The College is trying to find partners in the Community to use the facility and provide services to the community.

- Donna Lomas, Dean of Instruction and Articulation
- Doug McLachlan, Senior Instructional Officer and Dean of Instruction

Job Seekers Office has moved to a new site (11 Avenue, across from the fire hall) and extended an invitation to their Grand Opening June 17. The College also opened its facilities to local dentists ran a clinic, working with social workers, and provided services individuals, based on need. The dentists provided their own supplies and afforded dental students the opportunity to assist. This was initiated by a new dentist who ran a similar project in Manitoba and is working with the Provincial Dental Association.

- Toni O’Keeffe, Director of Communications and College Relations
- Heather Schneider, Dean of Instruction and Development

The College co-sponsored training with the BC Fire Training Officers Association. One hundred and twenty officers attended and feedback has been positive.

- Lynne Shewchuk, Bursar

Attention was drawn to the extensive amount of work being done by the Facilities Department on various projects over the summer months.

e) Education Council Report

Stevi Stephens, Education Council Chair, delivered her report, a copy of which is attached.

Stevi commented upon the loss of excellent student representatives in April. She was involved in the “Exploring Science and Arts” for University Transfer, an offering for students from Grade 5. This may be Stevi’s last meeting as she may be taking a year’s leave of absence to attend to family matters.

Troy indicated that he would appreciate it if all reports had sections of responsibilities on which managers are reporting, resulting in more uniform structure. Chris suggested that the College is getting mixed messages regarding format and suggested obtaining consensus from members. It was agreed that a one-page format continue and that structure will be left with Nick.

## **2.10 Agenda Items for Next Meeting**

### **2.11 Information and Good of the Institution**

- Employee Recognition Dinner – Saturday June 19: Toni suggested that the Board might wish to send a representative to this dinner.
- Exploring Arts & Science: Sharon Richardson lauded the College and Leslie Molnar for organizing and hosting this camp, attended by over 500 students. Bussing from Golden and Invermere proved a problem, resulting in the College’s decision to try to put this ‘on the road’, with instructors travelling to the schools.
- How to Grade English Papers: Sharon and Darrell participated in this workshop. Differences were noted between high school, Adult Basic Education/English as a Second Language, and University Transfer grading.
- CIEA: Darrell reported that 6 faculty members attended the Federation of Post Secondary Educators (formerly CIEA) annual general meeting and Cindy Oliver of our Fernie campus was again elected President.
- Swedish Exchange: Heather reported that three employees, Angie Abdou, Marylou Fiveland and Lil McPhail had returned from an exchange trip to Sweden. Feedback has

been positive and the College looks forward to the return visit from the Swedish delegation in October.

- Thank-you Card: Nick reported that a card had been received from Pat Luders thanking the College for flowers and expressing pleasure at meeting people that Len enjoys working with.
- Invermere Public Session: Chris reported on feedback from the Board session held in Invermere which indicated that learning about the board and the college was invaluable and enhanced the profile of the College.
- Rotarian of the Year: Denis reported that the Cranbrook Rotary had selected Toni O’Keeffe as their Rotarian of the Year.
- St.Eugene Mission Charity Golf Tournament – Thursday, June 17. Troy suggested that this may be an opportunity for members of the college to enhance community building and cross-cultural relationships.
- International Education Host Family Barbecue: Sharon Richardson extended an invitation to members to attend and meet International students and their host families following the meeting.

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

There were no questions.

## **2.13 Meeting Evaluation (Troy Sebastian)**

In summary, Troy did not note any issues. A few personal anecdotes lightened the meeting, there was very little cross table discussion, issues were handled with respect and everyone participated.

## **2.14 Adjournment**

The meeting adjourned at 16:55 hours.

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Len Luders, Chair