



**MINUTES OF THE BOARD OF GOVERNORS  
PUBLIC SESSION NO. 5  
Thursday, October 10, 2002 at 6:00 p.m.  
at the Cranbrook Campus**

**Present:** Janice Bradshaw, Appointed Member (Chair)  
Darrell Bethune, Elected Faculty Member  
Bruce Fairley, Appointed Member  
Tyler Fraser, Elected Student Member  
Kathy Hagman, EDCO Chair  
Bob Langin, Appointed Member  
Len Luders, Appointed Member  
Dave McAnerney, Appointed Member  
Chris Ondrik, Appointed Member  
Jamie Robertson, Elected Student Member  
Nick Rubidge, President and CEO

**Regrets:** Cindy Brunel, Appointed Member  
Pam Catsirelis, Elected CUPE Member  
Denice Louie, Appointed Member

**College:** Jason Colombo, Past President of CUPE Local 2773  
Marianne Dakin, Board Assistant  
Denis Kielly, Director Human Resources  
Velma McKay, President of Faculty Association  
Doug McLachlan, Senior Instructional Officer  
Toni O'Keeffe, Director Communication Services and College Relations

**5.1 Welcome and Order of Business**

Ms. Bradshaw took Chair and called the meeting to order. She introduced and welcomed the newly elected members, Jamie Robertson, vocational student representative, and Tyler Fraser, academic/technical student representative.

The Agenda was adopted as presented.

**5.2 Confirmation of the Minutes**

The minutes of the meeting of June 12, 2002 were confirmed as presented.

**5.3 Receipt of Notes from Meeting of September 12, 2002.**

The Notes of the meeting of September 12, 2002 were accepted as presented.

**5.4 Unfinished General Business**

None.

## 5.5 General New Business

None.

## 5.6 Reports

### a) Chair's Report

Ms. Bradshaw thanked the members for having confidence in her and electing her Chair. She informed that earlier this year she was elected regional representative to the Association of Community Colleges (ACCC) board and will be attending the first board meeting in Calgary this month. Hopefully it will give a flavour of the national agenda. There will be another meeting in February in Ottawa which she will attend and where she will share the College's issues and concerns.

### b) President's Report

Dr. Rubidge delivered his report, a copy of which is attached.

### c) Edco Report

Kathy Hagman, Chair of Education Council (Edco), reported that the first meeting of the fall term was held on October 9. Edco is still short two student members but has a full complement of membership from administration, faculty and support staff. They welcomed two new members to the meeting last night. An orientation session for new members will be arranged prior to the November 20 meeting. Edco:

- Approved a new course outline for the Applied Business Technology Program, ABT 221, Word Processing: MS Word Level 2
- Approved a new program outline – Fire Services Training, which Edco understands will now follow the new provincial program approval process
- Reviewed changes needed to College Procedures 6.1.2 Program Approval, Review and Implementation.

This fall's Council of Education Council Chairs' meeting will be held on November 1 at Douglas College in New Westminster. Major discussion is expected to be around the sections of the College and Institute Act that define Education Councils' responsibilities and shared responsibilities in an attempt to clarify and improve the process of Education Councils' role in the system. Ms. Hagman plans to attend the meeting.

### d) Deans' and Directors' Reports:

Reports (copies are attached) were delivered by the following deans and directors:

- Denis Kielly, Director Human Resources and Business Operations
- Doug McLachlan, Senior Instructional Officer and Dean of Instruction
- Toni O'Keeffe, Director Communication Services and College Relations

Copies of the reports of the following directors were received and are attached:

- Donna Lomas, Dean of Instruction and Articulation
- Heather Schneider, Dean of Instruction and Development
- Lynne Shewchuk, Bursar

## **5.7 Correspondence**

- a) Letter from Deputy Minister re  
Internal Audit Survey of Post Secondary Institutions

The College received a letter from the Deputy Minister requesting that the College consider appointing and adopting an internal audit process. The College will reply, under the signature of the Board Chair, describing the processes that are in place that relate to internal controls and demonstrate how it proposes to strengthen those controls. The letter will also refer to the system for the Purcell Residence as an example of how the College manages and reviews its internal audit processes.

## **5.8 Announcements from the Private Session**

Ms. Bradshaw informed that the Board had a discussion regarding the status of the Student Union which was followed by a presentation from a representative of the Student Union. The Board then passed the following motion:

***MOVED** that the Board direct the institution to collect a student activity fee in an amount equivalent to the fee assessed to students of COTR in September 2002. The institution may remit the funds to acceptable student organizations (in consultation with student leaders) or to a newly constituted student society or association. No portion of the student activity fee shall be remitted to the COTR student union (at present in dissolution) or to the Canadian Federation of Students.*

Ms. Bradshaw also reported that the Board has directed the College to establish some meetings with local MLAs to discuss with them the implications of the budget terms that the College is presently working with and the consequences on the College of maintaining those terms.

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

Ms. Bradshaw announced that the Board has received invitations to the Community Campus Children's Society grand opening of the Kids on Campus Children's Centre on October 24 at 5:30 pm. Refreshments and tours are planned.

Mr. Colombo reported that CUPE staff held a general meeting last week. The membership approved the new professional development fund process and are ready to implement it with the Human Resources department. Elections were held and Mark Wagner of the IT Department is the newly elected President. All other positions were acclaimed except for the chief shop steward. Jacquie Sonley is taking a leave of absence and Colhane Martyniuk was elected to the position. Congratulations are extended to Joan Kaun who recently received a Bachelor of General Studies degree from the Athabasca University and Terry Hockley who has completed the course requirements and received her Instructors Diploma.

Ms. McKay announced:

- The ESL faculty took part in a dessert night for international students and their host families. There are approximately 110 international students at the College this year and over 150 people attended the festivities.

- The Faculty Association made a presentation to the Select Standing Committee on Finance and Government Services when they came to Kimberley. The presentation pointed out some of the challenges created for our College and our students by cuts to funding envelopes and the additional challenges that any cuts to part-time vocational funding will cause. If anyone is interested, the presentation and the discussion which occurred afterward are available in Hansard at <http://www.legis.gov.bc.ca/CMT/37thparl/session-3/fgs/>
- Heather Mitchell, CORFA Chief Steward, will be leaving shortly on a seven and a half month leave of absence to allow her to work in the counselling department at Emily Carr Institute of Art and Design. While the Faculty Association will miss her while she is gone, it is a wonderful opportunity for her to gain insight into the workings of one of our sister institutions.
- Darrell Bethune will be mixing teaching and the corporate world in November. He will be meeting some of his classes electronically in a multimedia classroom setting during Comdex week, November 18 to 22. Darrell will also be honing his communication skills in the corporate world by preparing materials for Iomega to use at their booth at one of the largest high-tech trade fairs in North America.
- The Faculty Association worked with the College to develop a new process for orientation of new faculty. The process will involve matching new faculty with a volunteer faculty member. The volunteers have been “oriented” and the process will begin soon.
- Janice Edwards, our marketing instructor, has nothing but praise for room152, the classroom which has been technology enabled.

Mr. Kielly handed out fridge magnets showing the Avalanche Volleyball Teams schedules for the year. Before the next board meeting the Teams will have played their season openers.

Mr. Langin enjoyed receiving Dr. Rubidge’s email to the College community outlining events of the start of the academic year.

Ms. Bradshaw reported that the Board is making progress as it moves through the documents towards policy governance.

### **5.10 Adjournment**

The meeting adjourned at 6:40 pm.

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Janice Bradshaw, Chair

