



**MINUTES OF THE BOARD OF GOVERNORS  
PUBLIC SESSION NO. 4  
Thursday, October 9, 2003 – 1:30 p.m.  
Sparwood Campus**

Present: Len Luders, Appointed Member (Board Chair)  
Darrell Bethune, Elected Faculty Member  
Cindy Brunel, Appointed Member  
Pam Catsirelis, Elected CUPE Member  
Bruce Fairley, Appointed Member  
Tyler Fraser, Elected Student Member  
Bob Langin, Appointed Member  
Colin Lindell, Elected Student Member  
Dave McAnerney, Appointed Member  
Sandra Roberts, Appointed Member  
Troy Sebastian, Appointed Member  
Stevi Stephens, A/EdCo Chair  
Nick Rubidge, President and CEO

Regrets: Chris Ondrik, Appointed Member

College: Marianne Dakin, Board Assistant  
Leah Bradish, Manager Fernie Campus  
Alex Eldaun, Assistant Manager Sparwood Campus  
Denis Kielly, Director of Human Resources and Operations  
Doug McLachlan, Senior Instructional Officer  
Toni O’Keeffe, Director of College Relations  
Heather Schneider, Dean of Instruction and Development  
Lynne Shewchuk, Bursar

**4.1 Welcome and Order of Business**

Mr. Luders took the Chair and called the meeting to Order. He welcomed everyone to the public meeting and called for round table introductions. The Agenda was adopted as presented.

**4.2 General Consent Agenda**

There were no items to bring forward.

**4.3 Confirmation of the Minutes**

The minutes of the meeting of September 11, 2003 were confirmed as presented.

**4.4 Finance**

a) Finance/Audit Committee Report

Mr. Fairley noted that the finance and audit committee had met over breakfast. Ms. Sandra Roberts has joined the committee. The committee reviewed the proposals from three auditing firms and recommended the College approve the firm of Maki Staudt. The committee thoroughly reviewed the financial status report for the period ended August 31, 2003 and found

the College to be on budget or better both on the revenue and expenditure side. All Board members are welcome to attend the finance committee meetings.

b) Financial Status Report

Ms. Shewchuk distributed and spoke to the summary status report as at August 2003.

**4.5 Monitoring Reports**

Mr. Kielly delivered an overhead presentation and spoke to the Board of Directors Report that was attached to the Agenda. This month's report focuses on Ends Statement #7: A college that is efficient, effective, productive and accountable.

The following reports were reviewed:

PD Activity Report

There was a discussion on whether the benefit of professional development was measurable and whether there was any sharing of information from one individual to a group. Ms. Catsirelis spoke to the new process being followed by the CUPE PD committee.

There was then a discussion on whether this information is directly tied to the Ends Statements. Dr. Rubidge explained that this is only the second monitoring report to the Board and it is a work in progress. At the end of the year the reporting calendar will be reviewed in terms of what data has been reported on, in order to identify what information was missed or needn't be included in future.

Grievance Report

Mr. Kielly commented that these numbers reflect a fewer number of grievances than the provincial average.

Sick Leave Statistics Report

Mr. Kielly explained the difference between total sick days average and casual sick days average. There is a rising trend for the CUPE group. He will work with management to determine if there is a reason for this.

Mr. McLaughlin explained that this month's report was also scheduled to report on ends statement #6 – A learner-centred institution that offers a broad range of programs and is flexible and responsive to change. He introduced Ms. Leah Bradish, Manager of the Fernie Campus, who then delivered a brief presentation on the unique programs being offered in the Elk Valley and explained the process behind the rotational programs. Ms. Bradish referred to the Mountain Activity Skills Training program and LPN rotational program as examples.

The Chair thanked Mr. Kielly and Ms. Bradish for their reports.

**4.6 COTR's Response to the Ministry's Review of the Mandate, Roles and Responsibilities for Public Post Secondary Education in BC**

Dr. Rubidge spoke to COTR's institutional response document that was attached to the Agenda and is being brought to the Board for information. He explained that it is not a consensus document. Dr. Rubidge briefly outlined the responses of the other provincial institutions. Mr. Bethune commented that this is a very direct and well-written document that identifies issues.

Mr. Fairley concurred. Mr. Sebastian commented that he would have preferred there had been more discussion around meeting the needs of aboriginal students. The system question is whether the government should continue to support the two institutions devoted to aboriginal education. The Chair commented that there are many points made in the document that he would like to discuss at a future date so that the Board members can gain a greater understanding of the issues.

#### **4.7 Cranbrook Site Master Plan**

Dr. Rubidge provided an update on the Cranbrook Campus master plan. Community feedback identified four issues: track and field, road access, parking and land use. The College's executive met with the City of Cranbrook to discuss the community feedback and to determine how some of these issues may be addressed. The College presented the City with option "C" as the preferred option and the City agreed.

*Moved that the Board adopt the Cranbrook Campus Master Plan dated October 2003 as the overall master plan for the Cranbrook campus with the understanding that the plan is a living document and subject to ongoing review and adjustment.*

*(Cindy Brunel/Sandra Roberts) Carried with one abstention*

#### **4.8 Report to the Community**

Ms. O'Keeffe distributed and spoke to the report "In the Know" which will be going out to the community in the near future, as an insert in the *Kootenay Business Magazine*. A report to the community is presented every two years.

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

The Board has approved the appointment of Maki Staudt, Chartered Accountants, as audit firm for the College for the periods ending March 31, 2004 to 2008 inclusive.

#### **4.10 Linkage to Ownership**

##### a) Chair's Report

Mr. Luders reported that he had the opportunity to meet with seven adult educators from Sweden who were primarily interested in the challenges associated with literacy, education and social and economic development in rural and remote areas. The College hosted a dinner for the delegation and invited community leaders and council members. It was a wonderful event with a very positive atmosphere. Four groups in all visited various regions in the province and then met in Vancouver for a windup session. At this session the group who had visited the College spoke very highly of their visit and felt theirs was the superior experience.

Mr. Luders also attended the reopening of the College's Class Act dining room. The room was refurbished over the summer and has a contemporary new look. The event was well attended and the guests enjoyed a wide variety of delicious appetizers that were prepared by the Culinary Arts students.

##### b) President's Report

Dr. Rubidge highlighted portions of his report that was attached to the Agenda.

c) Deans' and Directors' Reports

Copies of the Deans' and Directors' Reports were attached to the Agenda. The following spoke to their reports:

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

Ms. Shewchuk discussed the significant impact of the demise of CEISS and the services it provides.

d) EDCO Report

Ms. Stephens, Acting EdCo Chair, delivered her report:

The Education Council met on September 25. Despite the fact that new members are not elected until October 1 the meeting met quorum requirements. Mr. Stephens chaired the meeting since the past chair, Kathy Hagman, has resigned.

Two new programs, Fire Services Training program and First Nations Tourism Certificate program were approved. Two new courses, Geology 220 and First Nations Studies 103 were also approved.

Kathy Hagman was thanked for her exemplary work as chair of EdCo.

Elections for vacant EdCo positions would have been held on October 1. The positions were filled by acclamation and include three new faculty members, a support staff member and a student member.

The next EdCo meeting is on October 15. A new chair will be elected and EdCo vacancies on other College committees will be filled.

**4.11 Agenda Items for Next Meeting**

There was a discussion around the perception of the presentation made by the COTR Faculty Association to the Select Standing Committee on Finance and Government Services, and whether it reflects negatively on the College. The report will be added to the private session agenda for the November meeting. Copies of the Report and an extract from *Hansard* will be included in the agenda package.

There will be a discussion regarding a December meeting.

**4.12 Information and Good of the Institution**

Ms. Brunel thanked Mr. Eldaun and Ms. Bradish for hosting the meeting and the excellent turnout for the community consultation. She thanked the Board for visiting the Elk Valley.

**4.13 Questions from the Public on Any Agenda Item**

There were no questions.

**4.14 Meeting Evaluation**

Mr. Bethune delivered his evaluation of the meeting. In summary, he did not note any issues.

**4.15 Adjournment**

The meeting adjourned at 3:40 pm.

**Next meeting**

The next meeting will be held in Cranbrook on Thursday, November 13 at 3:00 pm.

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Len Luders, Chair