



**MINUTES OF THE BOARD OF GOVERNORS  
PUBLIC SESSION NO. 6  
Thursday, March 10, 2011– 3:00 pm  
Cranbrook Campus**

Attendance:

Board	Richard Reinders Rob Ondrik Alex Jensen Orest Federko David Handy Joe Pierre Jim Bailey Heather Jackson Grant Unger David Wiebe Adam MacDonald Nick Rubidge	Appointed Member Appointed Member Appointed Member Appointed Member Appointed Member Appointed Member Edco Chair Elected CUPE Elected Faculty Student Representative Student Representative President/CEO
College	Sheila McDonald Dianne Teslak Pat Bowron Ron McRae Marilyn Petersen Sue Bodnaruk	Exec. Director, Human Resources Vice President, Finance Executive Director, International Affairs Dean of Instruction Dean of Instruction Board Assistant
Regrets	Marko Maryniak Andy Cohen	Appointed Member Appointed Member

**6.1 Welcome and Call to Order**

Alex Jensen, Chair called the meeting to order at 3:05 pm. Round table introductions were made.

**6.2 Order of Business**

**Add:**

6.1.2 President's Contract

**6.3 Confirmation of the Minutes**

**MOVED** that the Minutes of February 3, 2011 be accepted as presented.

Ondrik/MacDonald

Carried Unanimously

**6.4 Finance**

Ms. Teslak stated that as of the end of January 2011, we are 83 % through the fiscal period and our receipts are 95% received which a positive. The Board at the Private Session of the Board, the Board approved the draft operating budget for the 2011/12 fiscal year pending funding confirmation from both the Industry Training Authority and Ministry. At the Finance Committee meeting the Board reviewed the Detailed Status Report and the Summary Status Report. The Finance

Committee has added a ½ to their regular meeting to allow more time for Board members to ask questions and get clarification.

The Board appreciates the work of those who were involved in the budgeting process and thanked everyone for “sharpening” their pencils.

## **6.5 Monitoring Report**

### **Services & Programs for Seniors**

Dr. Rubidge spoke briefly to the Monitoring Report that was prepared by Doug McLachlan, Vice President, Education.

This report was prompted by a question from Mr. Ondrik at one time about what we are actually doing for seniors. We do a number of things for people over the age of 50. We have about 2,600 people in that group that are enrolled and registered in our classes. Approximately 90% enrolment is in general interest types of programs, 6% in Literacy programs and there are over 60 seniors who are 60+ years old in basic computers courses. Most of the fixed intake, semesterized courses are in the range from 45 to 90 hour over a semester and that would be 12 to 15 weeks. There are series of specific programs aimed at the older workers and one of those runs out of the regional campuses. Golden runs a seniors program that is modeled on a very, very successful learning in Retirement model out of the Okanagan. This is a model where “students” pay a fee to join the “club” and get a discount on a number of programs. This program has been less successful in the Cranbrook area which is odd because the senior population is quite large. We have to look at how we reach out to them. It is suspected that the location of the Golden Campus in relation to the seniors’ community center plays a role in its success. Our campus managers are looking at how they can incorporate targeting this particular within their strategic plan for this coming year. When we look at the political support for the institution, it is important that this segment of our population has ownership in the College as they promote it to their families and that in turn builds the community support and helps our advocacy work. One of the things we are also exploring is how we can get Ktunaxa seniors involved in College activities and making sure that as many of the elders as possible know and come into the building and feel comfortable in the building.

## **6.6 Unfinished General Business**

None.

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

None.

## **6.8 Correspondence**

None.

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

None.

## **6.10 Linkage to Ownership**

### **6.10 (a) Chair’s Report**

The Chair advised that a few of the Board members and members of the Executive Committee met with the new ADM on February 24<sup>th</sup>. The East Kootenay Science Fair was held at COTR on the February 23<sup>rd</sup> and February 24<sup>th</sup> and the ADM participated by presenting awards. Mr. Jensen toured the Science Fair and was extremely impressed with the Science Fair. The projects the students were doing were phenomenal and having them up here at the College was great event.

#### 6.10 (b) President's Report

Dr. Rubidge reported that he had returned from his trip to Ecuador just after the last Board meeting. He commented that it was a really powerful experience to see how valued our interns are by their employers and they are doing some amazing work. The institution we have been working with (UEES) has changed enormously. It started out being a very modest technical school and now is probably the most prestigious university in Ecuador. The facilities are amazing. They are the highest fee institution in Ecuador but their fees are probably less than our International fees. Their dollars go much further than our dollars.

Ms. Bowron explained that there was a lot of capital investment over the last 5 years. Corporations had the option to specifically designate part of their corporate taxes to an educational institution. This incentive has now dropped off in the last year. They had the ability to tap into corporate funds that we couldn't imagine. Dr. Rubidge also participated in a conference while in Ecuador. The institution's name is University of the Holy Ghost (UEES) and is a Catholic university.

Dr. Rubidge met a young lady who was at COTR in the fall in Grant Unger's program and is the most positive ambassador you could hope for. She is extremely high on her experience here.

Dr. Rubidge reported that the meeting with Jacquie Dawes – ADM, Ministry of Regional Economic and Skills Development and Jacqui Stewart – Executive Director, Skills Development Branch was positive. They were both are interested in our institution and what we had to say and appreciated the Board members who were able to come out and meet with them. Mr. Pierre commented that he really appreciated the Ministry representatives coming to COTR and felt that they were very knowledgeable and able to converse easily between topics as well as understand our concern about deficits. Hopefully there will be some positives that come out of this meeting.

#### 6.10 (c) Deans' and Directors' Reports

**Dianne Teslak** has been attending a lot of provincial meetings to discuss the new accounting standards and is part of the Provincial Task Force looking at developing Key performance Indicators for the system. A recommendation was made to the Presidents' group about some key performance indicators in the area of International Education, Aboriginal matters, immigrant settlements, economic health, quality and the impact of colleges.

We had a fairly significant flood in the residence and she has been involved in the complexities of the insurance world. Ms. Teslak was able to attend the ceremony of the University Women's' Club of Cranbrook where they recognized Velma McKay as one of the Woman of the Year. The Board asked that a note of congratulations be sent to Velma on behalf of the College Board, faculty, staff and students.

**Sheila McDonald** reported that we have met with 2 of our Ombudspersons for students and they worked through their first case. The College has made up some posters to get the word out to student. HR has been planning the Employee Recognition dinner that is scheduled for June 11<sup>th</sup> this year. A pre-retirement workshop was offered that was very successful. A half-time position has been added to Payroll and the department is busy reorganizing. A Payroll study will take place at the end of March.

**Pat Bowron** reported that it is International Week. There are flags up with different displays every day. There are exciting things going on this week with lots of interaction. Ms. Bowron encouraged the Board to view the display called "Kandahar through Afghan Eyes". We have 2 students from Libya and with all the action in the Middle East, we watching that and supporting them as much as we can.

Ms. Bowron has just returned from meetings in the Caribbean and we have a number of new partnership opportunities in the Jamaica and Dominican Republic. We are looking at partnering with 5 different agreements that include some very strong private and public institutions as well as some of the mining companies in the Dominican. There is a \$20 million contract coming that has just been approved that ACCC will be managing.

**Laura Cooper** had submitted a written report that highlighter her continuing work with the ABE in Community Planning group and a variety of meetings with the Ktunaxa nation regarding cultural resources of the Nation, where they should be housed, how access will be maintained, etc. She also met with the Tipi Mountain Native Plant Nursery, Elders from KNC and COTR faculty and staff regarding the ethno-botanical teaching garden of native Ktunaxa plants.

Dr. Cooper has met with Okanagan College regarding collaboration on Physics and Math and met with faculty on indigenizing curriculum within Math and Science. They have worked on ensuring all COTR Math and Science courses are fully transferable to all BC post-secondary public and private institutions. The MOU with Okanagan and Selkirk Colleges regarding the writing certificate has been finalized.

**Ron McRae** reported that our new Primary Care Paramedic Program just started this Monday past and there are 13 students registered in the program. It looks as if it will be very successful. The students are very enthusiastic. A new ambulance is associated with the program to replicate a working environment for students. We are already receiving many calls for the September intake and Mr. McRae believes that this program will have a very good future.

The Industry Training Plan has been finalized with a 5% reduction in funding. This will affect our seat utilization and we will run less apprenticeship classes to make up the reduction of funding.

Mr. McRae is working with Faculty in terms of reviewing PD plans and preparing PD plans for the future.

There is a new intake of Fire students starting Monday, March 14<sup>th</sup>. The Fire Chief in Fort St. John has just hired 4 students from our Fire Training Program and has commented that he cannot say enough about the strength of our program and the graduates that come from the program.

Mr. McRae is working with Jim McFadden in keeping the Aboriginal Gathering Place project moving forward. There is a fair amount of activity now and we have a crew putting on sheeting for the floor in preparation for the Timberframing crew to do the raising of the structure during the last week of March. He met with Teck Coal representatives on Tuesday to talk about trades training and trades training opportunities with Teck Coal. It is quite clear that Teck Coal very much values the presence of COTR in this particular region. They see the College as a very important partner in terms of forging their corporate interests but also supporting the College as part of their community partnership initiatives they have in place. Given the success of Teck Coal, Mr. McRae thinks there is

even more opportunity available down the road for the College to have an even greater presence out in the Elk Valley.

The Foundation Electrical Program in partnership with Fernie High School is proving to be a huge success. The School Board from School District #5 toured the program and they commented about the importance of that program to the school district for access for students in the Fernie area.

**Marilyn Petersen** reported that we received an official letter from CASN for our Bachelor Science of Nursing program to extend our accreditation to 2013 to synchronize with our UVic partner. She is meeting individually with faculty members to discuss their achievement reports from last year and their PD plans for this year. Ms. Petersen had been asked to conduct some focus group sessions with entrepreneurs in Invermere to provide Dr. Ike Barber with feedback on the Small Business Accelerator site that he and librarians at UBC had developed. She is participating on a number of Provincial meetings with respect to the proposed new Health Care Assistant Program approval process. The new PN curriculum is underway. There is no sense from the Ministry of Health whether they are going to support the diploma program, but the Deans and the developer are going ahead on the assumption that it will be a diploma program. There is no sense of the funding structure of the program and no decision as to how it will affect our active Practical Nursing Program. They have had to work on some progression policy challenges in our Nursing Program as well. UVic has some requirements in their policy that sometimes create challenges for students ensuring fair and equitable process for students.

Ms. Petersen has met with Ed Advisors, students, administration, faculty, Registrar and Department Head to evaluate the implementation of our Bachelor of Business Administration Degree. We still have some challenges to address. We have not been a receiving institution but we are finding that students are bringing in a lot of transfer credit requests to get into our BBA program. This is very time consuming as we do not have a person in place to address receiving transfer credit.

We are in the process of developing a Letter of Understanding to present to faculty with respect to non-traditional delivery programs in BBA Capstone courses, Nation Rebuilding, and Global Studies program. The IT and CYFS programs are moving along well. We have a year of grace with the PN program and the exam won't change until 2012. We have one more offering of the one year program before our students will no longer pass the exam. A number of institutions are planning to deliver the new program for September 2011 even though it is not yet developed. Part of the challenge will be that we will lose a year somewhere along the line because it will take us 2 years to graduate Practical Nurses. The Ministry is not clear if they will reduce the targeted FTE and Ms. Petersen received information recently that it is not written in stone that this will be a diploma program and we should not be advertising to that effect. We don't really know how to give potential students accurate information at this time.

#### 6.10(d) Education Council Report

Mr. Bailey had submitted report for the Board's information. The Education Committee approved the new forms for laddering from ATBO/TRMP to our BBA Degree. The Nursing Policy 2.1.5 Admissions and Progression was approved replacing the "C+" requirement for students taking courses for advance standing with a grade of "C" to make it more equitable for all BSN students. The Committee approved several recommendations from the Curriculum and Articulation Standing Committee (CASC) and approved changes to the Accounting and Marketing Diploma in the Program Guides.

### **5.11 Agenda Items for Next Meeting**

None.

## 5.12 Information and Good of the Institution

### 6.12(a) Velma McKay Bursary

Dr. Rubidge advised the Board that Velma McKay has provided funds to set up the Velma McKay Bursary. The College will contribute matching funds for this bursary. Velma has indicated the following criteria:

Recipient must:

1. be currently registered in a course or program at COTR other than ABE and have an expectation of passing as verified by the course or program instructor;
2. have successfully completed at least one ABE course at COTR;
3. show financial need.

A note of thanks was sent to Velma for her donation.

### 6.12(b) President's Contract

Sheila McDonald reported that the President's contract has been approved by PSEC.

### 6.12(c) Vision & Mission Statements

Dr. Rubidge shared the reactions to the new Vision and Mission Statements. He received some very thoughtful responses from faculty and staff – all of whom really appreciated the work and the intent. There was a very interesting question from one faculty member whose class is having discussions on outcomes based objectives and asked how we do propose to measure student intellectual agility? Dr. Rubidge replied that if her students are capable of asking that question then they've achieved that particular objective. The positive was very positive and Dr. Rubidge was asked by many to pass on their thanks to the Board for their work and attention to this.

## 6.13 Questions from the Public regarding any Agenda Items

None

## 6.14 Adjournment

**Moved** that the meeting be adjourned at 4:20 pm  
Jackson/Ondrik

Carried Unanimously

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Alex Jensen – Chair

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Date