

OPEN SESSION MINUTES

Tuesday, November 28, 2023

4:30 p.m. – 6:15 p.m.

Staff Lounge, Castlegar Campus

BOARD OF GOVERNORS

BOARD MEMBERS:

Margaret Sutherland, Chair	Christy Anderson, Vice Chair
Debbie Bird	Kris Salikin
Danny Bradford	John Dutton
Bronwyn Krause	Amed Naqvi
Kamalpreet Singh	Abhilash Bhasin
Maggie Matear, President	Sarah Lechthaler, EdCo Chair

REGRETS:

Ken Wyllie	Kim Pham
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LEADERSHIP TEAM MEMBERS:

Lareena Rilkoff, Executive Director Finance & Risk
Taya Whitehead Vice President Education & Students
Kerry Clarke, Vice President College Services/CFO
Brier Albano, Associate Vice President Student Success
Stacey Matthews, Executive Director HR
Donna Drover, Director Facilities & Business Services
Nick Howald, CIO
Tammie Clarke, Dean
Allison Alder, Dean
Tracy Punchard, Dean

GUESTS:

Martin Keyserlingk, School Chair
Marta Abel, People, Culture and Organizational Development Advisor

BOARD OBSERVER:

Ken Laing, SCFA

TOPIC

1. MEETING OPENING

Elder Gerry Rempel opened the meeting in a good way.

2. TERRITORIAL ACKNOWLEDGMENT

Board Chair Margaret Sutherland provided a territorial acknowledgment.

3. ADDITIONS TO THE OPEN SESSION AGENDA OF NOVEMBER 28, 2023

14. Castlegar Student Housing update

4. ADOPTION OF THE OPEN SESSION AGENDA OF NOVEMBER 28, 2023

MOTION: "To adopt the agenda of November 28, 2023 as amended."

Carried

5. ADOPTION OF THE CONSENT AGENDA OF NOVEMBER 28, 2023

- Draft Open Session Board Minutes of October 24, 2023
- Draft Finance/Audit Committee Minutes of Oct. 24, 2023
- Draft Governance Committee Minutes of Oct. 26, 2023
- Finance/Audit Committee Terms of Reference
- Finance/Audit Committee Chair – Amed Naqvi
- Governance Committee Terms of Reference
- November Dashboard
- Education Council Report (Strategic Directions 1,2)

MOTION: “To adopt the consent agenda of November 28, 2023 as circulated.”

Carried

6. HIGHLIGHTS OF GOVERNANCE COMMITTEE DECISIONS

- Guiding questions:
 - A one-page document to support asking good questions following presentations and updates will be added to all open session agenda packages. The document contains the college’s Strategic Directions, and the Province’s Principles of Citizen-Centred Governance.
 - This will be a living document.
- Agenda items will be linked to Strategic Direction(s)
- Vice Chair, Christy Anderson, noted the two new items to the open session agenda. No questions were raised.

7. PRESENTATION (Strategic Directions 1,2,3)

- School of Hospitality & Tourism
- Presenter: School Chair, Martin Keyserlingk
- Topics included:
 - Cohort programs offered.
 - Challenges and opportunities in the classroom and outside the classroom (ex. fieldtrips, Co-ops, WIL).
- Discussion ensued regarding funding for fieldtrips and the difference between the Culinary Management Program and the Post Grad Culinary Management Program.

8. PRESIDENT’S REPORT

- In addition to the circulated report the President stated:
 - The Province’s apology to the Doukhobor community, originally planned for November 28th in the Legislature has been rescheduled to the new year to ensure participation of community members.
 - Post secondary institutions (PSIs) are expeting a recognized instituion framework from the Province with standards PSIs will have to meet to accept international students. The framework will help to address concerns around private post secondary institutions.
 - MOU renewal work with Nation Partners contintues. The Metis MOU has been taken to the provincial Metis Council for review and approval. Talks planned with the other regional Nation Partners in the new year.
 - Upcoming Governance Training opporutites:
 1. CABRO Governing in the Public Interest Conference April 26, 2024 in Vancouver (no virtual option). Limited to two appointed members per instituion.
 2. New CABRO online training modules, date TBD
 3. Ministry’s PSI Board Governance Workshop June 13-14, 2024 in Vancouver (no virtual option) open to all board members, Presidents, Vice Presidents, senior leaders and EAs.
- Discussion ensued regarding the disappointment with the Province’s delayed apology.

9. CBT FUNDING (Strategic Direction 5)

- The Vice President Education & Students reviewed the circulated presentation slides noting:
 - The impact of the CBT partnership over phase 1 (\$1M 2019-2023) and phase 2 (\$1M 2023-2025)
 - Phase 1 focused on program delivery, development & renewal, enhanced student success and student facilities, and special projects.
 - Phase 2 focused on student health & wellness, enhanced learning spaces, innovative technology programming, student access & technology, capital projects.

10. FALL HEAD COUNT AND FTE REPORT (Strategic Direction 1)

- The Associate Vice President Student Success provided an overview of the circulated written report noting:
 - The difference between FTE (full time equivalent) numbers and headcount numbers.
 - Provincial funding is based on FTEs which do not tell the full enrollment story.
 - FTE trending up for international students and down for domestic students. We do not expect to see much growth over the next year.
 - International students are not displacing domestic students as international students are enrolled in offerings designed for international students.
- Discussion ensued.

11. QUARTERLY FORECAST REPORT (Strategic Direction 5)

- The Executive Director Finance & Risk reviewed the circulated Q2 Forecast Report and noted:
 - A \$3.4M deficit for the 2nd quarter and a \$2.4M deficit projected at year end.
 - Deficit approval for 2023 and 2024 was granted in 2023 by the Ministry.
 - Many institutions in the sector also have deficit budgets.
 - The Province is covering the collective agreement increases to the budget.
 - Domestic tuition is down and international tuition is as budgeted. January's tuition numbers will help to focus the forecast.
- Discussion ensued on donation reporting and short term investing of excess cash.

12. BUDGET PLANNING UPDATE (Strategic Direction 5)

- The Executive Director Finance & Risk stated:
 - The budget process started earlier this year in September looking at positions and non-wage expenses. The Finance Team pulled together the information to discuss with Deans, VPS and the AVP.
 - Foreseeing a \$2M deficit for 2025, reduced from 2024.
 - Work is underway to complete a costing project at the program level. Expect the project to be completed by end of March 2024.

13. EDI UPDATE (Strategic Direction 4)

- Equity in Employment Recruitment & Selection Report: Authors Marta Abel and Leeza Perekhodoff.
- Overview provided by Marta Abel, People, Culture and Organizational Development Advisor.
- The data and analysis in the circulated report is an initial response to the broad goal of developing a process for safety and respectfully collecting and analyzing relevant data and EDI metrics that will support data-informed decision making with respect to identifying priority initiative and allocating resources.
- Report analyzed 3 out of 4 employment equity groups Indigenous, visible minorities, persons with disabilities.
- Recommendations:
 - Investigate any biases in recruitment process that disadvantage members of visible minorities.
 - Renew commitment to understanding persons with disabilities (e.g., partner with local agencies, redesign recruitment and selection processes)
 - Improve EDI data collection through Hireserve by adding demographic categories (e.g., gender, sexuality) and standardizing response options.
- Discussion continued on the hires with without interviews (mainly internal) and how the report will help to make systemic change and assist with data driven/evidence-based decision making.

14. CASTLEGAR STUDENT HOUSING UPDATE

- The Director of Facilities & Business Services provided a verbal update:
 - Expected completion date is May 30th ready to welcome students in September 2024.
 - Restoration costs expected to be \$1.2M and covered by an insurance claim.
 - Anticipated opening date prior to the water damage was January 2024 with a full cohort in September 2024.
 - Recent environmental air quality test results indicate no health concerns.
 - Silver King student housing project will begin to welcome students in late January 2024.
 - At the invitation of the Ministry the college will submit a business case for a Trail student housing project. Demolition costs will be included in the business plan.
 - Castlegar water system piping expected to be in the ground by late December.

15. CLOSED SESSION

Motion: "To move into the closed session."

Carried
