



President's Update to the College Community

May 19, 2004

Administrative Changes

'The only thing certain in life is change.' This phrase seems to be all too true for our administrative personnel. Please note the following administrative changes:

Denine Milner, Dean of Instruction

Denine is on sick leave from the College for the next eight weeks. It is my understanding that she is recuperating from home. Upon her recovery, Denine will not be returning to the position of Dean of Instruction. Denine has requested a smaller, part-time portfolio and the College has discussed the option of her taking on the position of Manager, Kitimat Campus & Program Review and Development. The position of Campus Manager for Kitimat has been posted several times without a successful candidate being found. In the interim, Tony Reddy has taken on this role.

This change of position has been discussed with the union leaders and with the Kitimat campus staff. Upon Denine's recovery the Kitimat staff are looking forward to welcoming Denine in her new role.

Director, Continuing Education

Marg Mahan was offered and accepted the position of Director of Continuing Education and has been with us since Friday, May 14th, to discuss her contract, meet the Cluster and visit some of the campuses. Upon reflection, Marg has decided that she would prefer to work on a project basis with the College for the area of Continuing Education and contract development and so will *not* be joining us as a Director. As Marg has a great deal to offer us in terms of staff training, proposal and contract development, we have agreed to have her come on as a consultant to C.E. effective immediately. Hence we have entered into a four-month, part-time contract with Marg Mahan and will review the position of Director, Continuing Education in the fall.

Interim Redistribution of *Educational Responsibilities* due to the above Administrative Changes:

Beth Davies, Vice-President, Education & Student Services:

Continuing Education

ESL

CCP

ASE

University Credit

Business Programs: Business Administration, First Nations Public Administration, and Tourism Entrepreneur. Management

Wilp Wilxo'oskwhi Nisga'a

Coastal Integrated Resource Management

Computer Technology

Western Educational Planning

College Education Plan

Education Management Committee Chair

Library

Katherine McIndoe, Dean of Instruction:

Business Technology

Human Service Programs: Social Service Worker, Early Childhood Education

Health Programs: Home Support/Resident Care Attendant, Licensed Practical Nurse,
Bachelor of Science in Nursing development

Wilderness Guiding

Smithers Operations

Houston Operations

Eastern Region Education Planning

Student Services: Education Advising, First Nations Access Coordinators, Learning Asst
& Accessibility Specialists, Prior Learning Assessment, Recruitment

Stephanie Forsyth, President:

Literacy

Trades Programs (Welding, Millwright, Carpentry, Mechanics, Timber Framing)

Exploration & Mining program development

Cooking & Culinary Arts Diploma

Tony Reddy, Manager, Ancillary Services:

First Nations Artist in Residence

Debbie Stava, Manager, Prince Rupert Campus & Contract Service

Contract development assistance for all Continuing Education Departments

Administrative Vacancies

Dean, Student Services & Registrar

This position has been posted twice without success. As discussed with the College Board and union leaders, we anticipated this would be a difficult role to fill especially given that five other Colleges were/are also looking for a similar candidate. Our fallback position is to post a new position entitled **Dean of Student Services and Developmental programs**. This position would be based in Terrace and responsible for the following programs and services:

Educational Advising, First Nations Access Coordinators, Learning Assistants And Accessibility, Student Recruitment, Campus life, Prior Learning Assessment, Literacy, CCP, ASE, and ESL. The Office of Admissions and Registration will report to this Dean.

Reorganization of Dean responsibilities

Given that we were unsuccessful in attracting a Dean, Student Services & Registrar, and subsequently created a Dean, Student Services & Developmental Programs, we have had to reorganize the portfolios of the other Dean positions as outlined below.

Please note: *These new Dean roles and responsibilities will take affect once all Dean positions have been filled*

Dean, Trades & Career Programs – vacant, to be posted

This position will be based in Terrace and responsible for the following programs and activities:

Trades programs
Hospitality programs (Cooking, Culinary Arts diploma)
Tourism programs (Wilderness guiding, Eco-Adventure Tourism, Tourism Entrepreneur Management)
Computer Technology
Business Technology
Central Region Education Planning

Dean, Health & Human Services – Katherine McIndoe

This position is based in Smithers and will be responsible for the following programs and activities:

Human Service Programs (Social Service Worker, Early Childhood Education)
Health Programs (Nursing, Home Support/Resident Care Attendent, proposed BScN)
Centre for Teaching & Learning
Smithers Operations
Houston Operations
Eastern Region Education Planning