

FACULTY of TRADES & TECHNOLOGY

Faculty Council

Approved Minutes

Thursday, November 26, 2009

1:30 p.m. Room TTC 2041

Chair: Harv McCullough

Present:	Nick Penner	Tom Baumann	Wally Gallinger
	Kent Smith	Al Behmer	Mike Rumpeltes
	Karen Massier	Bernie Duncan	Deborah Hawkes
	Rolf Arnold	Denise Fisher	Melissa Bukta
	Tricia Thomson	Shelley Hayes	Jim Watts
	Nancy Barker	Randy Kelley	Brent Bailey

Regrets:	Paul Gumphrich	John Todrick	Barry Penner
	Tim Lynch	Larry Gritzmaker	Mark Ryan
	Myles Andrew	David Riel	Judy Hill
	Joe Kovacs	Keith Newport	Pat McGurk
	Pierce Stoeckly	Roger Moren	Bruce Corbeil
	Dean Key	Jim Carson	Rodney Smith
	Rod McLeod	Shannon Draney	Sheldon Frank

Guests: Larry Howe Trudy Archie

Recorder: Karen Power

1. Introductions and Welcome

Harv welcomed Trudy Archie, representing the Faculty of Access and Continuing Studies and introduced new staff member Melissa Bukta.

2. Items for Adoption

2.1 Agenda – 2009-11-26

The agenda was adopted as presented.

2.2 Minutes – 2009-09-17

MOTION

Tom Baumann/Randy Kelley

THAT the minutes of the 2009-09-17 Faculty Council meeting be adopted as presented.

CARRIED

3. Terms of Reference Approved

Harv advised everyone that the Trades & Technology Faculty Council's, Terms of Reference has been approved as presented at the September 18, 2009, University Senate meeting item 5.1.1.

4. Election Updates**4.1 Staff Nominations**

Brent Bailey is the only staff member that has been nominated to date. Harv encouraged other staff members to put their names forward so that this council will have two staff representatives.

4.2 Vice Chair Nominations/Election

There were two nominations for one Vice Chair position. An election was held. Result to follow next week.

4.3 Student Nominations/Election

There were six nominations for two student representative positions. An election was held. Results to follow next week.

4.4 Sessional/Relief Instructors Nominations/Election Process

This process has not been conducted yet. Harv asked for ideas of how to distribute the nominations/election forms knowing that we presently have 55 relief instructors amongst all Trades departments and 7-10 sessional instructors on contract each semester in the Agriculture department.

Suggestions:

- Give all departments the nomination forms, department faculty distribute the nomination forms to appropriate sessional/relief instructors in their area
- Snail Mail
- Email
- UFV Group List

It was agreed by all that Deborah Hawkes would collect all email addresses for the relief instructors and Shelley Hayes would collect all email addresses for sessionals by April 1, 2010. Once we receive these lists, the nominations/election process will be conducted.

ACTION: Deborah Hawkes/Shelley Hayes

MOTION

Brent Bailey/Shelley Hayes

THAT the process for Sessional/Relief Instructor be completed and in place for September 2010.

CARRIED

5. Ed Plan Ad Hoc Committee

Harv thanked Dean Key, Randy Kelley, Nancy Barker and Brent Bailey for volunteering to sit on this ad hoc committee. Harv welcomed other to bring their names forward.

ACTION: All

Harv congratulated Rod McLeod who was asked to sit on a special Strategic Planning Committee to help advise all of us.

6. Standing Curriculum Committee

Harv thanked Randy Kelley, Nancy Barker and Pat McGurk for volunteering to sit on the Standing Curriculum Committee.

7. Development Office

Harv welcomed Ryan Koch, Acting Director and Brian Martin, Acting Senior Development Officer to update us on the difference between Foundation and Development and enlighten us on the vast scope of work that both areas deal with to secure funds and gifts for UFV.

Current Development

- Major gift cultivation and solicitation
- Annual giving (mailing, solicitation of UFV boards, staff & faculty campaign, memorial appeals)
- Awards (scholarships, bursaries, leadership awards) & stewardship event
- Alumni stewardship & solicitation
- Centre for Indo Canadian Studies pledge collection
- Prospect identification
- Student call centre

Traditional Development Programs

- Annual Giving (< \$225,000)
 - Parents appeal
 - Faculty/staff appeal
 - Commemorative (in honors/in memorial) giving
 - Student call centre
- Awards
 - Annual award renewal & upgrade
 - Endowment renewal & upgrade
 - Endowment statements

Development Office vs. Foundation Board

- UFV Foundation
 - Purpose includes management of UFV's endowment funds and assisting in fundraising efforts of the Development Office
 - Volunteer Board of Directors made up of community members
- Development Office
 - Purpose is to raise support for priority initiatives of the university
 - Goal for 2009/10 - \$1,675 million
 - Year to date - \$706,672

Sample of Gifts

- Trades & Technology related:
 - Farm Credit Canada - \$11,000
 - May and John Lockhart - \$110,000
- Others:
 - Gladys & Harvey Kipp - \$558,965
 - Anonymous Donor - \$194,725
 - Coast Capital Savings - \$150,000
 - Skip Bassford & Jane Darville Endowment Bursary Fund - \$93,000
 - UFV Staff and Faculty Campaign - \$20,000

Current Funding Initiatives

- Scholarships & Bursaries – ongoing
- Centre for Mennonite Studies - \$3.15 million
- Agriculture, Science & Technology Centre - \$300,000
- Canada Education Park – \$2.0 million
- Demonstration Barn - \$ TBD

Gift-in-Kind

- Gift-in-kind, also known as no-cash gifts, are gifts of property. They cover items such as artwork, equipment, securities, and cultural and ecological property.
- A contribution of service, that is, of time, skills or efforts, is not property and, therefore does not qualify as a gift or gift-in-kind for purposes of issuing official donation receipts.

Tax Receipts for Gifts-in-kind

- Receipt is based on “Fair Market Value” which is understood as:
 - The highest dollar value you can get for your property;
 - In an open and unrestricted market
 - On the day that it was transferred
 - Between a willing and knowledgeable buyer
 - And a willing and knowledgeable seller
 - Who are acting independently of each other

Determining Fair Market Value

- Items with a value of less than \$1,000
 - Item can be appraised by an internal UFV expert on the material
 - Written confirmation of the item and it's appraised value must be provided
- Items with a value of \$1,000+
 - Generally, must be appraised by an independent appraiser. When finding an appraiser is difficult or expensive, Revenue Canada will accept the appraisal of a qualified UFV staff/faculty member knowledgeable in the field of the gift.

Support from Development

- Work together to raise support for priority projects
- Faculty often have industry connections that will have an interest in a project
- Development has knowledge of how to bring that connection to the point of being able to ask for support, how to make the request for funding, how to source other possible funders etc.
- Work with faculty members to prepare proposals for projects, equipment etc.
- Successful initiatives must be built on strong evidence of need for UFV students, for industry, and the community.

8. Information Items**8.1 Other Faculty Council Updates****a. Faculty of Access & Continuing Studies – Trudy Archie**

The Access & Continuing Studies Faculty Council consists of four different areas: ESL, Upgrading & University Preparation, Aboriginal Access, and Continuing Studies.

Trudy explained that the council has just completed their Terms of Reference and are establishing standing and ad hoc committees. The council is presently looking at establishing a formal process for Educational Partnerships. The Aboriginal Access area is working on indigenizing the institution.

b. Faculty of Professional Studies – Larry Howe

Larry observed that this faculty council was dealing with the same issues as the Professional Studies Faculty Council. Larry added that it was a good idea to have representatives from other areas on all councils.

Larry added that he has personally spoken with a few BBA trades students who confirmed they are very pleased with the program. Both students were from the Automotive Trades and from BCIT.

c. Trades Faculty Representation on Other Councils

Harv noted that he was aware that the timing of other council meetings makes it difficult for trades faculty to attend but encouraged those that could make it work to put their names forward.

8.2 Rolf Arnold, Director of Trades & Technology Training Updates

- a. Purchasing Cards – a pilot program for the cards has been initiated to a specific group. Once this pilot is complete in January/February 2010 all others who applied for a card will be trained.
- b. Rolf welcomed Trudy Archie who is teaching at TTC on Tuesdays and Thursdays from 2 – 5 pm hosting a math class.
- c. Rolf thanked the Carpentry and Welding programs for their supporting words to a tour group. Tim Lynch and Pat McGurk took the time to assist a student on this tour. The school has called and wishes to thank us for their time and encouraging words.
- d. Rolf thanked the Culinary Arts program for supplying coffee and muffins to the fire fighters that were working on the blaze at CEP. The Chilliwack Fire Chief called Harv to send their appreciation and kudos to the students.
- e. Rolf confirmed that the selection advisory committee process for the hiring of a new program assistant was complete and Kevin Brennan would be starting December 7, 2009.
- f. Rolf confirmed that a Relief Instructor Orientation Manual was finally drafted as a generic guide. Rolf advised that instructors would have to fill in specific program blanks. Please see Deborah Hawkes for a copy.
- g. Rolf handed out a Reference Sheet called “Support Team”. This sheet is a quick reference go-to-guide highlighting trades staff duties.
- h. CS Booklet – The Winter 2010 booklet will be available on-line in December and will be distributed to homes in January. Karen Massier has done a great job of putting the programs together.

8.3 Meet & Greet with Mark & Eric – December 16, 2009 from 1:30 – 3:00 in Rivers Dining Room

8.4 Review of Christmas Closure dates and New Year return dates

- Last day of classes December 18
- Last day of work for all employees is December 24, 2009
- First day back for Trades programs is January 4, 2010
- First day back for Agriculture programs is January 11, 2010

8.5 **Next Meeting**
TBA

Meeting Adjourned, 3:00 p.m.