

REGULAR MEETING MINUTES
May 22, 2012
8:38 am - 11:17 am
Room 208, Waap Sa'mn, Terrace Campus

Attendance: R. Witherly, Chair
T. Euverman
S. Pauls
A. Carlick
G. Wesley
N. Collison (videoconference)
L. Payjack-Mohler (Recording Secretary)

D. van Dyk
G. Randhawa
C. Wyatt
S. Foote
H. Pond (teleconference)
B. Setso (videoconference)

Regrets: E. Kruithof

Staff members in attendance: D. Henning, President & CEO
B. Moore-Garcia, VP, Education & Student Services
C. Sousa, VP, Finance & Administration
S. LeBlanc, Director of Human Resources
D. O'leary, VP, Institutional Advancement

Call to order: The meeting was called to order at 8:38 am.

Minutes

On the motion made by G. Wesley and seconded by G. Randhawa:

**"The minutes for the meeting of April 20, 2012 were approved as presented."
MOTION CARRIED UNANIMOUSLY**

The **Oath of Office** was conducted for incoming community members: Nika Collison and Brad Setso. Introductions followed.

Agenda

On the motion made by G. Wesley and seconded by T. Euverman:

**"The Agenda was adopted with the revision: the presentation of audited statements has been postponed until next week."
MOTION CARRIED UNANIMOUSLY**

A recess to the Regular session was called at 8:44 am and the session resumed In-Camera.

The Regular meeting resumed at 10:20 am.

COMMITTEE REPORTS

Executive Committee (R. Witherly) A detailed report was included in the meeting package.

Question: With remuneration it looks like we are paying above?

Answer: Yes, we are paying above the Order in Council (OIC).

Highlights:

Executive Committee will bring forward:

- recommending a travel item or
- write a letter to the Minister requesting the amount be increased

Remuneration is being reported to the public for the 2nd year.

Questions: Given what we are going through, wouldn't it be prudent to pay based on the OIC?

Action: Staff to provide to the Executive Committee information on the OIC and refer back to the Committee.

BC College's Board Chairs (BCC) will be meeting in Vancouver on June 18. Board remuneration is one of the discussion topics.

Action: R. Witherly to provide an update following BCC meeting.

BC Government & Services Employees' Union (BCGEU) Agreement: S. LeBlanc provided a summary of the document (included in the meeting package) and the process.

On the motion made by D. van Dyk and seconded by S. Foote:

"The BC Government & Services Employees' Union (BCGEU) Vocational Agreement was approved as presented and referred to the Human Resources Department for the next step."
MOTION CARRIED UNANIMOUSLY

Education council (Ed. Co.): (C. Wyatt) report was provided in the meeting package.

Highlights:

- Her last day on the Board is today as her last day of work is June 26.
- A by-election will be called.

First Nations Council (FNC) (A. Carlick)

Highlights:

- A special meeting was held on April 22nd; the next meeting will be held in June
- The Stepping Stones Strategic Plan document is complete
- A letter from the College & Career Preparation (CCP) Department will be on the next meeting agenda
- School District 82 representation was discussed
- Priscilla Michell, FNC Vice-Chair, was appointed to the Strategic Planning Committee and attended the last meeting
- Increased attendance and participation at meetings; more efficient meetings
- Review of the Terms of Reference and the Stepping Stones document
- Honoured to represent FNC, be involved in the policy changes and see the direction that FNC and the college are heading.

Finance and Audit Review Committee (D. van Dyk) report was included in the package.

Highlights:

- Met with the Auditor May 8th to discuss the audit process
- Audited financial statements recommendation will be brought forward at the next meeting
- The proposed tuition policy was summarized

- The recommended policy will:
 - reduce uncertainty, natural course that our staff and students feel
 - assist staff with budgets over the next four years,
 - ensure our students have the knowledge,
 - align with the maximum amount based on inflation

Question: Why was 4 years chosen?

Answer: Government fiscal, full 3 years of the fiscal year.

Question: What if the situation changes to become rosier? Could we review the policy before the end of the 4 years?

Answer: Yes, it will be a Board policy and a Board resolution can be brought to change the policy. The policy could be suspended for that year by way of a Board resolution.

Concerns:

- tuition increase concerns as provincial funding has not increased with inflation
- First Nations programming funding and challenges with grants for students
- There was an increase in fees by the Student Union Association

On the motion made by T. Euverman and seconded by G. Wesley that:

“The Finance & Audit Committee recommends to the Board that they implement a policy: tuition be increased yearly by the maximum legislated amount; to be reviewed prior to 2016-2017 fiscal year and every 4 years thereafter.”

MOTION CARRIED

Opposed: 1 (S. Pauls)

Budget 2012/2013:

On the motion made by D. van Dyk and seconded by S. Foote that:

“The Budget for the fiscal year 2012/2013 be approved.”

MOTION CARRIED

Abstain: 2 (N. Collison, B. Setso)

Highlights:

The Executive Committee:

- was more involved with the review of the budget this year with all the movement that has happened, more personnel, more media, higher level of complexity
- spent several teleconference meetings discussing the 2012/13 Budget as well clarification was received through email
- feels this is the best document, best of the situation
- noted the staff have done an exceptionally good job, based on everything put together
- noted that next year the Finance & Audit Committee will be more involved

Question: Why is there a cost increase for the Electrical Program?

Answer: The cost to move the program is \$50,000 literally moving the program and the equipment and the set up.

Question: Was that always the cost when we decided to move it?

Answer: Yes, this was discussed.

The Finance Department was recognized for their hard work as they played a huge role in the process; C. Sousa has really stepped up. Thank you to the staff for their work and for the summary.

POLICY REVIEW COMMITTEE (PRC) MEETING: (G. Wesley)

- Provided a summary of the Committee for the incoming Board members
- Currently there are 2 vacancies
- Much of our work can be done remotely
- Looking for volunteers to fill the vacancies

Question: In the Terms of Reference (ToR), is the membership limited to appointed members?

Answer: No, it also includes elected members.

PRESIDENTS ACTIVITY REPORT (D. Henning) report was included in the meeting package.

- The Monitoring Reports are the next review item for the Policy Review Committee before the Fall.

OBJECTIVES MONITORING REPORT (D. Henning) report was included in the meeting package.

D. Henning summarized the report.

1. Strategic Planning (in place of the Strategic Steering Committee)
2. Deficit management
3. Systems review

STRATEGIC PLANNING STEERING COMMITTEE REPORT: H. Pond provided a summary.

- Meeting was held 3 weeks ago
- The first meeting: opened with the Steering Committee
- Reviewed the objectives and material in place, Stepping Stone Moving This Way Forward, data points so we are not starting from scratch
- Defined group with the Task Force led by Lael McKeown, H. Pond is the Committee Chair.
- Framework together, then institutional goals, then recommendations to the Steering Committee,
- The time line is very strict for the draft 2013-2018 strategic plan:
 - by the October Board meeting the Board will have a draft
 - November Board meeting to make a decision
 - And what we need to do in the media for January 2013
- In the end the document must be the Board's

NEW BUSINESS: Bill 18

Following the last Board meeting D. Henning sent a letter to the Ministry requesting J. Ross remain on the Board. The Bill has passed, there is no provision to act against it, as J. Ross, long serving Board member, is an Executive member of the Union he is no longer on the Board.

Question: Will there be a by-election for the elected BCGEU support position?

Answer: Yes.

Action: Notification to the Registrar is required.

CORRESPONDENCE

- Career & College Preparation (CCP) Department sent a letter to FNC and cc: d the Board. FNC is discussing the document at the next meeting.
- Several support letters were received by R. Witherly and all letters have received a response.

NEXT MEETING

There will be two meetings:

- 1) May, date to be confirmed: Auditor to present and Board to approve the Audited Financial Statements 2011/12.
- 2) A meeting during the week of June 25 - 29:
 - Policy Review Committee will bring forward the Monitoring reports
 - Recommendation from the Finance & Audit Committee for the Auditor

Question: What is the legal process for the tender? BC Bid? Open to the province?

Answer: Yes, we will be above the legislated time; we want to give a good few weeks. D. van Dyk will work with C. Sousa on the documentation for the tender.

Policy Review Committee:

- There was call for new members.
- N. Collison and B. Setso were asked to discuss and decide.
- N. Collison agreed to join the Policy Review Committee.

Action: L. Payjack-Mohler to send information to N. Collison.

President Council (PC) members have been phenomenal colleagues to work with. Nobody knows the number of hours they have worked; they are deeply thanked for standing shoulder to shoulder with the President. The Board echoed the statement.

On May 17 the NWCC Terrace Campus **Convocation Ceremony** occurred at the REM Lee Theater. A. Carlick spoke at the ceremony while two Board members, S. Pauls and S. Foote, were among the graduates.

ADJOURNMENT

D. van Dyk moved that:

“The meeting be adjourned at 11:17 am.”