

**Regular MINUTES**  
**September 21, 2012**  
**9:20 am - 1:40 pm**  
**Terrace Campus, Waap Galts'ap**

**Attendance:** R. Witherly, Chair    T. Euverman    G. Randhawa  
H. Pond    S. Foote    A. Carlick  
T. Euverman    B. Setso    S. Lundman

**Regrets:** L. Payjack-Mohler (Recording Secretary)  
S. Pauls    D. van Dyk    G. Wesley  
N. Collison

**Guests:**  
**Internal**

John Ross, Community & Industry Liaison - Kitimat and Kitimaat  
Deb Stava, Director of Institutional Research and Registrar  
Irlanda Price, Manager Student Development

**External**

Priscilla Michell, Vice-Chair, First Nations Council  
Lael McKeown, Task Force Lead, Strategic Planning Steering Committee  
Brian Downie, City of Terrace Liaison

**Presenters:** Tahlia Thomas, Director of Technology Services  
Jim Reed, President, BC Colleges Association

**Staff members in attendance:**

D. Henning, President & CEO  
C. Sousa, VP, Finance & Administration  
D. O'leary, VP, Institutional Advancement

**Absent:**

S. LeBlanc, VP, People & Planning  
B. Moore-Garcia, VP, Education & Student Services

The call to order was delayed to allow for the late arrival of one community Board member. An **adjustment in the agenda** was required:

Addition of a Presentation by the Freda Diesing Northwest School of Coastal Art Program Faculty and Students

7.0 Presentation: Jim Reed moved to item 3.0

At 9:20 am the meeting began with the:

**PRESENTATION by Tahlia Thomas, Director Technology Services**

An overview of the areas of support was provided.

**Question:** Is TELUS going to provide more bandwidth?

**Answer:** We get our wireless services from the Provincial Learning Network (PLnet) for free; there is some movement.

**PRESENTATION:** Freda Diesing School of Northwest Coast Art

The Freda Diesing School of Northwest Coast Art students and faculty: Dean Heron, Ken McNeil, and Stan Bevan are touring local buildings and landmarks today as part of the coursework. An overview of the program and art present in the Longhouse was provided by the School faculty.

**PRESENTATION:** Jim Reed, President, BC Colleges Association

**Schedule 7.1** for reference

**Key areas discussed:**

An overview of BCC was provided.

**BCC will:**

- provide any of the advocacy materials.
- provide members orientation for those who would like.
- provide ongoing support for regional advocacy. Ties in with what we are doing provincially.

**ACTION:** Lobby both sides of the government. This work can be done before Christmas for the party platforms. BCC website will include the key messages which can be catered to fit the Northwest region.

Thank you to J. Reed for the presentation and discussion.

*Presentation ended at 11:27 am.*

**ACKNOWLEDGEMENT OF GUESTS:**

We welcome Brian Downie, City of Terrace Liaison to the meeting, and John Ross, who has joined for representation of the Strategic Planning Steering Committee.

**CALL TO ORDER:** 11:44 am.

The **OATH OF OFFICE** was conducted for:

S. Lundman as incoming Education Council Chair.

**Recognition for outgoing members**

S. Foote & S. Pauls were recognized as the Student Representatives to Board, today is the last official Board meeting attended. A certificate and gift was presented.

**NEW BUSINESS**

**ELECTIONS: CHAIR AND VICE CHAIR FOR 2012/2013**

D. Stava, Registrar and Director, Institutional Research, assisted with the election process.

**Chair**

D. Stava called three times for nominations for Chair, Board of Governors.

R. Witherly was nominated by T. Euverman and seconded by H. Pond nominated. There were no other nominations. R. Witherly accepted the nomination, and therefore won by acclamation.

**Vice-Chair**

D. Stava called three times for nominations for Vice Chair, Board of Governors: H. Pond was nominated by T. Euverman and seconded by S. Foote. There were no other nominations. H. Pond accepted the nomination, and therefore won by acclamation.

**Chair, Finance & Audit Committee**

D. van Dyk indicated to R. Witherly his interest in continuing in the position.

Gurvinder Randhawa nominated D. van Dyk as Chair, Finance & Audit Committee.

Called to question: All in favour?

**CARRIED**

**Action:** R. Witherly to send the requirements for the Committees requesting a response from the Board members.

#### **ADOPTION OF AGENDA:**

On the motion made by G. Randhawa and seconded by B. Setso

**“That the agenda be adopted with the revisions: item 7.0 moved to 3.0”**

**MOTION CARRIED UNANIMOUSLY**

#### **ACCEPTANCE OF MINUTES**

On the motion made by T. Euverman and seconded by G. Randhawa

**“That the Regular meeting minutes of June 26, 2012 be accepted as presented.”**

**MOTION CARRIED UNANIMOUSLY**

#### **COMMITTEE REPORTS**

##### **EXECUTIVE COMMITTEE:**

There are no items to report.

##### **EDUCATION COUNCIL (ED CO)**

S. Lundman summarized the report provided in the meeting package, schedule 9.2.

##### **FINANCE & AUDIT COMMITTEE**

In D. van Dyk's absence T. Euverman summarized the report, schedule 9.3.

It was noted, the 1<sup>st</sup> Quarter financials are included in the Monitoring report schedule 10.

On the motion made by T. Euverman and seconded by G. Randhawa

**“The first quarter financial statements are approved as presented.”**

**MOTION CARRIED UNANIMOUSLY**

##### **FIRST NATIONS COUNCIL REPORT (FNC)**

A. Carlick summarized the report that was circulated at the meeting.

- 3 student representation will be added to the FNC membership
- FNC will draft a letter in response to the May 6<sup>th</sup> letter from Nancy Ross.
- Congratulations and thank you to Rhonda Ross, who has helped with the FNC meetings and has recently retired. FNC will be sending her a letter of congratulations.

D. Henning commented: it is an honour to work with FNC and encourage the Board and FNC to have a joint meeting.

##### **POLICY REVIEW COMMITTEE (PRC)**

In G. Wesley's absence, D. Henning spoke to the draft policies.

An overview of:

- The current membership, the Committee is lacking 3 members.
- The process, as discussed with G. Wesley will be:
- Review with the Executive Committee (this was completed September 7)
- Review of the draft policies (presented in schedule 9.5 a) by the Board as a whole for the next month.
- Review and discussion by the PRC prior to the next Board meeting will follow.
- Review to be discussed at the October meeting with Tom Thompson.

**ACTION:** Please review and send revisions, notes, comments to L. Payjack-Mohler and D. Henning.

R. Witherly encouraged all members to do a review of the policies; any comments, even short, are appreciated.

The Committee will meet in the next month to review the documents prior to the next meeting.

There was a **break** in the Regular meeting for lunch: 12:06 pm to 12:32 pm.

### **PRESIDENT'S REPORT & ORGANIZATIONAL PERFORMANCE**

D. Henning provided a summary of the Monitoring Reports, schedule 10.1a and 10.1b.

- Executive Limitations were approved last year (April 20, 2012), these are the Monitoring Reports.
- The institution is in a fiscally sustainable position.

There were no questions.

On the motion made by T. Euverman and seconded by S. Foote:

**“The monitoring reports: Executive Limitations 5 and Executive Limitations 6 be approved as presented.”**

**MOTION CARRIED UNANIMOUSLY**

### **STRATEGIC PLANNING STEERING COMMITTEE**

D. Henning and H. Pond, Co-Chairs of the Committee provided a summary. (Schedule 10.2 was circulated at the meeting).

- The document was presented and discussed yesterday with FNC, our internal stakeholders.
- You will see this starts with the Board.
- Good feedback and comments were received.

How do we go forward as the Steering Committee?

3 documents

1. Stepping Stones Document 2005/implemented 2006; Reviewed yearly.

2. Most recent Strategic Plan document

3. What questions we had, a listening exercise. This is really where the work was done.

H. Pond noted that a point was made that we separate the deficit mitigation.

We did the listening exercise; we are the ones that said to our staff that we don't want to slide this into the deficit.

The Task Force has been led by, Lael McKeown (who joined the meeting at 12:40 pm); she was welcomed to the meeting and provided a summary:

- Good, strong committee; she enjoyed the process.
- Is a strong believer in NWCC.

Galts'ap Day was an opportunity to present and discuss the plan and process with the College community.

It is a very high level document, big broad documents. We have had the document kicked around from everyone. In the end this table (the Board) will change it, accept this, and this will then become the marching orders and how we will move forward to our institutions goals.

D. Henning encouraged the group to move from the eyes of a mouse, front line people, to look at the strategic plan with the eyes of an eagle. This is an outcomes approach. As we go forward any stakeholders want the numbers (quantitative data) rather than rhetoric. Once approved, each leader/department will be asked what your area wants to do for 1, 2, 3, 4 year.

The floor was opened to questions of the (schedule 10.2) document. There were no questions posed.

There was an open discussion of focus areas including:

- Trades training expanding.
- Highest population increase is in First Nations communities,
- Help all the youth come out from high school and into trades; building partnerships with the School District.
- Youth mentoring into the workforce.
- Higher education is the most unique business, our clients are our product. Student development is important. Our learners, no matter what the campus they go to, they will most likely be the learners of our future.
- Distribute learning, definition and examples

A revision to the objectives section, to reflect the inclusions of cultures that may have lived here for a long time, or have religious beliefs to recognize.

John Ross and Priscilla Michell were welcomed as members of the Strategic Planning Steering Committee. Thank you to the Steering Committee for your assistance. Comments from the members of the Committee and Board were discussed. The floor was opened up for questions.

### **Process**

- The next step, the Board needs to take this away and note any comments/revisions.
- The plan is to meet with the internal stakeholders,
- November to have the Strategic Plan reviewed and approved by the Board.
- We have built in a one month cushion, if not November then December.
- We want to have the Plan for January 2013.

### **SUMMARY (D.Henning)**

- New Director of Communications, Phil Saunders, formerly of Royal Roads University will be working with Jim Reed to have presence in Victoria every month. As it is on average \$1500 travel per day, it is important to make the most of the travel and time there. Jim will be mentoring the new Director.
- Mayors: letters that went out to the Union of British Columbia Municipalities (UBCM) invitation, thank you Brian Downie for being here today and for your support.
- Presentation to the City; Trades Building does not just house trades, also includes Health Services, and Technology. We need to have a building to house these areas.
- And we need to make sure that the Distributed Learning environment, simulator technology is what our learners have what they need.
- The plan is very important.

The **cheque signing authority** (schedule 11.0) is not required as the Executive Officers were re-elected.

*Regular meeting session ended, an In-Camera session resumed at 1: 30 pm.*

*The discussion below occurred in the In-Camera session; however the topics are Regular meeting topics.*

A **round table discussion** occurred:

Enrollment figures

- Enrollments are soft, down by 47 students, up 2% in the Trades area.
- An increase in the Career & College Preparation (CCP) Program in Terrace
- A decrease in CCP in Prince Rupert; a natural ebb and flow in the past 10 years in the Prince Rupert enrollments.
- New Marine Coastal program in Prince Rupert, as well as a Ship Trades Program with Nova Scotia and Camosun Colleges.

- Electrical Program currently has a wait list. It was a hard decision that we had to make, but it was the right decision.
- Health (enrollment) is soft; retaining our students is our focus.  
Trades
- Industry Training Authority (ITA) has changed their requirements that you cannot 'stack' your training and pick up the hours afterwards.
- It is now a requirement to complete the year then the related hours sequentially.  
Residence
- The residence located at the Terrace campus is at capacity and there is a wait list.

Question: Is that because of the current rental market?

Answer: We have had an increase in demand.

### **Office move**

In January, the Student Development team will relocate to the Long House; the building will no longer be available for our meetings.

### **ADJOURNMENT**

The meeting came to a close at 1:40 pm.