

**Regular MINUTES**  
**December 7, 2012**  
**Terrace**  
**9:23 am to 11:30 am**

<b>Attendance:</b>	D. van Dyk, Acting Chair	T. Euverman	G. Randhawa
	K. Chrysler	C. Morgan	R. Riesen
	B. Setso(teleconference)	K. Chicoine	C. Toews
	L. Payjack-Mohler (Recording Secretary)		
<b>Regrets:</b>	G. Wesley	R. Witherly	H. Pond
	A. Carlick	N. Collison	

**Staff members in attendance:**

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

**Regrets:**

R. Hidber, Controller  
B. Moore-Garcia, Vice President, Education & Student Services  
S. LeBlanc, Vice President, People & Planning

**Presenters:**

Kerry Clarke, Director Ancillary Services  
Holly Hauvland, Book Store Coordinator  
Lynne Nordstrom, Administrative Assistant/Special Events Assistant  
Brad Vennard, Culinary Arts Coordinator  
Rob Stach, Culinary Arts Staff member  
Shauna Stach, Internal Catering/Head Cashier  
Leah Kolesar, 1<sup>st</sup> year Professional Cook Certificate Student & Staff member  
Lavender Morgan, Bookstore Café/Catering Staff, Professional Cook Graduate  
Noelle Bulleid, Residence Life Advisor  
Jason Denman, Security Officer

**Guests:** Jessica Hreka-Fee, Coordinator, Early Childhood Education Department  
Mikael Jensen, Student Union Organiser

**PRESENTATION:** K. Clarke, Director of Ancillary Services

An overview of the department and responsibilities was provided by each of the staff members.

The meeting was **CALLED TO ORDER** at 9:23 am.

*Northwest Community College's Board of Governors acknowledges the Tsimshian people of Kitsumkalum, especially the Laxibuu Clan on whose traditional territory this meeting will take place.*

A round table of introductions was conducted.

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

C. Toews (Support Staff representative) and K. Chicoine (Student representative).

## **ADOPTION OF AGENDA:**

On the motion made by K. Chrysler and seconded by G. Randhawa.

**“That the agenda be adopted as presented.”**

**MOTION CARRIED UNANIMOUSLY**

## **ACCEPTANCE OF NOVEMBER 16, 2012 MINUTES:**

On the motion made by T. Euverman and seconded by C. Morgan

**“That the Regular meeting minutes of November 16, 2012 be accepted as presented.”**

**MOTION CARRIED UNANIMOUSLY**

## **BUSINESS ARISING (D. Henning)**

- A summary was provided of the importance of the Ends, from those **Key Performance Indicators (KPI)** or measurements will be identified.

**ACTION:** H. Pond, Vice-Chair, will lead a training session in January for the incoming board members. An overview of the proposed membership of the Key Performance Indicator (KPI) Committee was provided.

On the motion made by T. Euverman and seconded by C. Morgan:

**“That a committee be formed to focus on Key Performance Indicators (KPIs). The Board is appointing: H. Pond, C. Toews, and, K. Chiccoine as inaugural members of the KPI Committee and allow them to invite members.”**

**MOTION CARRIED UNANIMOUSLY**

## **EXECUTIVE COMMITTEE: (D. van Dyk)**

- The next meeting will occur in January.

## **EDUCATION COUNCIL (R. Riesen)**

- The report was circulated and summarized.

## **FINANCE & AUDIT COMMITTEE (D. van Dyk)**

- The Committee did not meet this month; the next meeting will be in person in January. All Board members are invited to join.

## **FIRST NATION COUNCIL (FNC)**

A. Carlick sends regrets due to a meeting of FNC.

D. Henning requested the following be noted in the minutes:

**ACTION:** The Executive Committee invites Minister Yap to discuss the FNC Chair representative to the Board.

D. van Dyk provided further background for the benefit of the incoming members.

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

**“That the Board write a letter to Minister Yap to reaffirm the issue (FNC member).”**

**MOTION CARRIED UNANIMOUSLY**

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

G. Wesley sends regrets. Permission was granted for D. Henning to speak on the behalf of the PRC.

## **Governance Process (GP) Policies:**

D. Henning reviewed each policy and the suggested revisions were discussed.

### **GP5 Chairperson's Role**

On the motion made by K. Chrysler and seconded by B. Setso:

**"That the Board accepts GP 5 Chairperson's Role policy with the addition in section 6: *In the absence of the Chair and Vice-Chair the Chair of the Finance and Audit Committee will preside as Chair.*"**

**MOTION CARRIED UNANIMOUSLY**

### **GP 6 Vice-Chairperson's Role**

On the motion made by K. Chrysler and seconded by K. Chiccoine:

**"That the Board accepts GP 6 Vice-Chairperson's Role policy with the additions:**

- 1. The role of the Vice Chairperson is to primarily ensure, the integrity of the Board's Governance Process and the establishment and monitoring of NWCC's organizational performance with significant influence on the organization's viability and success.**
- 2. Section 2.2 'followed by the Finance & Audit Committee Chair'**
- 3. Section 2.3 'in the event of a long term absence'."**

**MOTION CARRIED UNANIMOUSLY**

### **GP7 Board Committee Principles**

**ACTION:** Send back GP7 Board Committee Principles to the Policy Review Committee for further review of (shall not) wording, and consistency with the other GP policies.

### **GP 8 Board Committee Structure**

On the motion made by K. Chrysler and seconded by G. Randhawa:

**"That the Board accepts GP8 Board Committee Structure policy with the addition in section 2: Key Performance Indicator Committee."**

**MOTION CARRIED UNANIMOUSLY**

### **GP 8.1 Terms of Reference – Executive Committee**

On the motion made by T. Euverman and seconded by K. Chrysler:

**"That the Board accepts GP 8.1 Terms of Reference – Executive Committee policy with the additions:**

- 1. In section 1.1 a 'proposed' agenda**
- 2. In section 3.1 'elected on an annual basis'."**

**MOTION CARRIED UNANIMOUSLY**

### **GP 8.2 Terms of Reference – Finance & Audit Committee**

On the motion made by K. Chiccoine and seconded by G. Randhawa:

**"That the Board accepts GP 8.2 Terms of Reference – Finance & Audit Committee policy as presented."**

**MOTION CARRIED UNANIMOUSLY**

### **GP 8.3 Terms of Reference – Policy & By-Law Review Committee**

On the motion made by G. Randhawa and seconded by C. Morgan:

**"That the Board accepts GP 8.3 Terms of Reference – Finance & Audit Committee policy as presented."**

**MOTION CARRIED UNANIMOUSLY**

### **GP 8.4 First Nations Council**

On the motion made by T. Euverman and seconded by C. Morgan:

**"That the Board accepts GP 8.4 First Nations Council policy as amended, with the removal of section 5: FNC representative may move and vote."**

**MOTION CARRIED UNANIMOUSLY**

### **GP 8.5 Terms of Office for Student Representatives**

On the motion made by G. Randhawa and seconded by K. Chiccoine:

**"That the Board accepts GP 8.5 Terms of Office for Student Representatives policy as presented."**

**MOTION CARRIED UNANIMOUSLY**

**GP 9 Board of Governors Annual Calendar**

On the motion made by B. Setso and seconded by T. Euverman:

**“That the Board accepts GP 9 Board of Governors Annual Calendar policy as presented.”**

**MOTION CARRIED UNANIMOUSLY**

**ACTION:** Discuss Policies GP 10 through GP 14 at the January Board meeting.

**MONITORING REPORTS (D. Henning)**

**Executive Limitations –EL 8**

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

**“That the Board accepts the Executive Limitations EL8 Monitoring report as presented.”**

**MOTION CARRIED UNANIMOUSLY**

**Ends 5 Opportunities- E5**

D. Henning provided a summary.

**ACTION:** Add articulation process into the policy provision for the future.

On the motion made by T. Euverman and seconded by C. Toews:

**“That the Board accepts the Ends E5 Monitoring report as presented.”**

**MOTION CARRIED UNANIMOUSLY**

**STRATEGIC PLANNING STEERING COMMITTEE (D. Henning – Co-Chair)**

- A summary was provided of the Strategic Plan roll out; the Education Plan is in process

**CONSENT AGENDA**

There were no consent agenda items.

**INFORMATION:**

D. Henning provided a summary of the letter received from J. Muller.

**The meeting was adjourned at 11:30 a.m.**