

Regular MINUTES
January 18 2013
Terrace
9:41 am to 12:06 pm

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

Regrets: B. Setso

Staff members in attendance:

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

Regrets: R. Hidber, Controller
B. Moore-Garcia, Vice President, Education & Student Services

Presenters: Irlanda Price, Manager of Student Development

Hazelton: Bridie O'Brien, First Nations Access Coordinator
Lu Ann Deitrich, Accessibility Services Coordinator

Smithers: Tracy McIntyre, Educational Advisor
Rich DeRooy, Learning Access & Disability Support, CCP Instructor

Prince Rupert: Chris Carr, Learning Access Specialist & Accessibility Services Coordinator
Vena Hachkevich, Learning Assistance Coordinator
Karlene Lindsay, First Nations Access Coordinator

Terrace: Danielle Richey, Educational Advisor
Leona Wells, First Nations Access Coordinator
Ian Hamilton, Learning Assistant Specialist in Learning Centre
Annette Sorenson, First Nations Access Coordinator & Purchasing Support
Cheryl Wyatt, Regional Chair of Bridging Initiatives & Programs
Kezia Sinkewicz, Accessibility Services Coordinator

Guests: Jeremy Pierce, Vohora & Co.
Keeton Vohora, Vohora & Co.
Marilyn Davis, City Council representative
Jessica Hreka-Fee, Early Childhood
Mia Reimers, University Credit, Terrace/Smithers
Michael Brandt, Instructor, Criminology

INTRODUCTION: D. van Dyk introduced the Auditors: Jeremy Pierce and Keeton Vohora, Vohora & Co.

PRESENTATION: I. Price, Manager of Student Development
An overview of the department and responsibilities was provided by each of the staff members.

A round table of introductions was conducted.

The meeting was **CALLED TO ORDER** at 9:41am.

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.

ADOPTION OF AGENDA:

On the motion made by H. Pond and seconded by D. van Dyk

"That the agenda be adopted as presented."

MOTION CARRIED

ACCEPTANCE OF DECEMBER 7, 2012 MINUTES:

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

"That the Regular meeting minutes of December 7, 2012 be accepted as presented."

MOTION CARRIED

BUSINESS ARISING OF MINUTES:

Key Performance Indicator (KPI) Committee

ACTION: H. Pond will provide an update at the next meeting.

Academic Head: (S. LeBlanc)

- A summary was provided of the recent elections according to the Academic Workers' Union (AWU) Collective Agreement.

On the motion made by H. Pond and seconded by D. van Dyk:

"That the Board approves the recommendations of: Rocque Berthiaume, Academic Head-elect, Reto Reisen, Associate Academic Head-elect; Simon Thompson, Assistant Academic Head-elect."

MOTION CARRIED

EXECUTIVE COMMITTEE (R. Witherly)

A summary of the Executive Committee meeting was provided.

ACTION: A follow up letter will be sent to Hon. Minister Yap as a follow up on the First Nations Council Representative to the Board and change in College and Institute Act.

ACTION: R. Witherly and K. Chrysler will discuss the generative thinking topic and bring a suggestion to the next meeting.

ACTION: Board members are encouraged to send topics to R. Witherly.

EDUCATION COUNCIL (R. Riesen)

The report was circulated and summarized.

FINANCE & AUDIT COMMITTEE (D. van Dyk)

- On January 17th the Committee met with the Auditors for the first audit planning meeting.
- A resolution regarding the Prince Rupert campus development was circulated and background was provided by C. Sousa.

On the motion made by T. Euverman and seconded by G. Wesley, be it resolved:

"That the Board of Governors of Northwest Community College acknowledges that the \$100,000 Scotiabank Irrevocable Standby Letter of Credit #S01800/197091 in the favour of the City of Prince Rupert has been redeemed."

MOTION CARRIED

- C. Sousa provided a summary and reasons of the 3rd Quarter financial position.

FIRST NATIONS COUNCIL (A. Carlick)

A verbal report was provided:

- The Stepping Stones document is currently being reviewed.
- Council meeting attendance and presentations by staff has increased.

POLICY REVIEW COMMITTEE (G. Wesley)

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

GP7 Board Committee Principles

On the motion made by H. Pond and seconded by G. Wesley:

“That the Board accepts GP7 Board Committee Principles policy as presented.”

MOTION CARRIED

GP10 Complaints to the Board of Governors

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

“That the Board accepts GP10 Complaints to the Board of Governors policy with the addition in section 1.2: to the Board of Governors.”

MOTION CARRIED

GP11 Investment in Governance

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

“That the Board accepts GP11 Investment in Governance policy as amended:

- 1. Sections 3 and 4.3 change fiscal to annual financial audit**
- 2. Section 4.3 remove ‘and any other outside monitoring assistance required’**
- 3. Section 6 remove ‘at a special event.’**

MOTION CARRIED

ACTION: Transfer the cost of the fiscal audit to the Board of Governors account.

GP12 Board of Governors Linkage with Ownership

On the motion made by D. van Dyk and seconded by T. Euverman:

“That the review of policy GP12 Board of Governors Linkage with Ownership be tabled.”

MOTION CARRIED

ACTION: A broader discussion to occur during Tom Thompson’s next visit.

ACTION: GP 12 Board of Governors Linkage with Ownership

TABLED

ACTION: Policies GP 13 and Board President Relationship (BP1 to BP5) be reviewed at the next meeting.

TABLED

ACTION: Board members to review and forward any comments or revisions policies in advance to the next Board meeting.

MONITORING REPORTS (D. Henning)

Ends - E1 Choice

D. Henning provided a summary.

ACTION: Provide a monthly summary of key figures, NWCC at a Glance, to the Board. This would be part of the Key Performance Indicators (KPIs).

ACTION: D. Henning to request B. Moore-Garcia to report on the growth within the Freda Dising School of Northwest Coast Art.

ACTION: Discuss further how a Board member with expertise can become an advisory committee member.

EL4 – Planning

On the motion made by G. Wesley and seconded by N. Collison:

“That the Board accepts the Monitoring Reports: Ends E1 Choice and Executive Limitations EL4 Planning as presented.”

MOTION CARRIED

CONSENT AGENDA

There were no consent agenda items.

INFORMATION

D. O'Leary provided an update on a new partnership between NWCC and the School District.
D. Henning summarized a pilot project at the Smithers Campus, a Science camp for students in Grade 4 to 6.

On the motion made by H. Pond and seconded by T. Euverman:

“That the Board meeting set for February 15 is canceled; the next scheduled meeting will occur on March 15 in Kitimat.”

MOTION CARRIED

MEETING ADJOURNMENT

The meeting was **adjourned** at: 12:06 pm.