

**Regular MINUTES**  
**December 6, 2013**  
**Room 208, Waap Sa'mn Terrace Campus**

**ATTENDANCE:**

**Board members:** R. Witherly                      D. van Dyk                      G. Randhawa                      T. Euverman  
H. Pond    C. Fielding                      C. Morgan                              R. Berthiaume  
R. Riesen

**Regrets:**                      N. Collison                      A. Carlick

**Staff members:** D. Henning, President & CEO  
C. Sousa, Vice-President, Finance & Administration  
D. O'Leary, Vice-President, Institutional Advancement  
L. White, Acting Vice-President, Education & Student Services  
D. Stava, Registrar & Director of Institutional Research, FD NW Coast Art  
T. Thomas, Learning and Development Officer  
C. White, NWCC Biology Instructor  
C. Williams, Executive Assistant to the Board of Governors (Executive Assistant to the Board of Governors' /Presidents Office)

**Guests:**                      B. Downie, Councilor, City of Terrace

**Presenters:**                      No presenters

**1.0 ROUNDTABLE INTRODUCTIONS** were conducted and guests were introduced.

**2.0 PRESENTATION:**

There were no presentations for this meeting.

**3.0** The meeting was **CALLED TO ORDER** at 9:11 a.m.

**TERRITORY ACKNOWLEDGEMENT** occurred.

**4.0 ADOPTION OF AGENDA**

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

**"THAT the agenda be adopted as presented."**

**MOTION CARRIED**

**5.0 ACCEPTANCE OF MINUTES, September 27, 2013**

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

**"THAT the Regular meeting minutes of September 27, 2013 be accepted as presented."**

**MOTION CARRIED**

**6.0 BUSINESS ARISING FROM MINUTES:**

**6.1 NWCC Mission Statement**

Priority Planning recognized the mission statement is sound, however expressed concern that it is too long. Two options were provided to the Board however, it was decided that the mission statement would be stronger if both options were combined.

**ACTION:** H. Pond and R. Berthiaume to develop a Mission Statement and present their recommendation to the Board at the next meeting.

**TABLED**

## **6.2 Key Performance Indicators**

### **6.21 Overview**

Key Performance Indicators (KPIs) are an accountability tool designed to measure the performance of NWCC and to identify opportunities for future focus. The KPI committee was given the mandate to establish a tool and ensure that there are measures in place to evaluate progress. The KPI Committee developed the key performance indicators, which were then sent to staff to identify reports, areas of reporting responsibility and indicate when they will be submitted to the Board of Governors.

The goal of the KPIs and the reports is to put hard measures to ambiguous goals. The KPI workbook is an outline, which will require refinement over the course of the next year to ensure the Board is receiving the information it requires to evaluate the performance of the college. NWCC Staff will work to develop reports that measure the KPIs. These reports will be submitted to the Board for evaluation, feedback and refinement. During this phase Monitoring Reports will continue to be submitted to the Board, with adoption of KPI reporting to begin September 2014.

On the motion made by H. Pond and seconded by T. Euverman:  
**"THAT the Key Performance workbook be adopted as presented."**

**MOTION CARRIED**

### **6.22 Work Through KPI Report**

D. Stava provided a draft Student Demographic report which provides data for Outcome 1 – Accessibility, KPI - Reflective demographics, staff and students. The Board worked through the report, made recommendations for enhancement and discussed trends. The Board asked to review an amended report that includes recommended changes at the next meeting.

**ACTION:** D. Stava to make recommended changes to the Student Demographics Report for review at the next Board meeting.

## **7.0 NEW BUSINESS**

### **7.1 Board Meeting Schedule 2014/15**

The Board meeting schedule was presented.

## **8.0 COMMITTEE REPORTS**

### **8.1. Executive Committee**

R. Witherly indicated that there was nothing to report. The next meeting of the Executive Committee will be early in the New Year.

### **8.2 Education Council**

R. Riesen circulated a hard copy report. The next meeting will be held December 20, 2013.

### **8.3 Finance and Audit Committee**

D. van Dyk indicated that the Finance and Audit Committee met directly before the November 22, 2013 Board meeting and has not met since. The next meeting has not been scheduled.

### **8.4 First Nations Council**

The next meeting is scheduled for January 15, 2014.

### **8.5 Policy Review Committee**

C. Fielding indicated that she had met with D. Henning to discuss the roll of Chair and the activities of the Committee. With the recent resignation of C. Toews from the Board of Governors there is a vacancy on the committee. The Board opted to wait until the new staff Board representative is identified before filling the vacancy. The next meeting will be organized for January 2014.

## 8.6 KPI Committee

The activities of the KPI Committee were discussed earlier in the meeting.

## 9.0 PRESIDENT'S REPORT & ORGANIZATIONAL PERFORMANCE

### 9.1 Monitoring Report (D. Henning)

#### 9.1 (a) Opportunities (E-5)

On the motion made by H. Pond and seconded by G. Randhawa.

**"THAT the board of Governors approves the E-5 Opportunities Monitoring Report as presented."**

#### 9.1 (b) Asset Protection (EL-8)

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

**"THAT the board of Governors approves the EL-8 Asset Protection Monitoring Report as presented."**

## 10.0 CONSENT AGENDA

There were no consent agenda items.

## 11.0 INFORMATION/CORRESPONDENCE

### 11.1 Next Meeting

The next meeting dates were summarized.

## 12.0 ROUNDTABLE/COMMUNITY REPORTS

There were no reports for this meeting

## 13.0 In-Camera

The Board of Governors moved in-camera at 10:43 am

The Board of Governors came out of in-camera at 11:32 am

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

**"THAT the board of Governors supports and endorses the major expansion and renovation of the current Trades Building on the Terrace Campus."**

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

C. Fielding (Community Member)

## MEETING ADJOURNMENT

The meeting was **adjourned** at 11:44 am.



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**Recording Secretary**

Cordelia Williams

Date:



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**Board Chair Approval**

Rhoda Witherly

Date