



CMTN Board REGULAR MINUTES

Friday, February 19th/2021

8.30am Start of Business

ATTENDANCE:

Board members: Nicole Halbauer, E. Dusdal D. McKeever
Chair D. Smith K. McMurray
David Try, J. Wesley J. Kohlman
Vice Chair D. McRae
S. McPhail M. Denton

Regrets: C. Ollenberger
I. Singh
C. Guno

Staff members: M. Doyle, VP Corporate Services
L. Waye, VP Academic, Student Services & International
K. Quibell, Executive Assistant to the Board of Governors/Presidents Office
S. Zimmerman, CMTN Executive Director of Communications
S. Salem, CMTN Registrar

1. The meeting was **CALLED TO ORDER** at 8.31 AM and **Territorial Acknowledgement By Elders:**
George Gray – Hazelton
Sharon Bryant – Terrace
Mabel Forsythe (via video) – Smithers
Murray Smith – Prince Rupert

2. ROUNDTABLE INTRODUCTIONS and acknowledgement of K. McMurray’s last meeting as the BCGEU Board Representative. The table thanks Karen for her time spent on the board and all her hard work.

3. ADOPTION OF AGENDA

On the motion made by S. McPhail and seconded by M. Denton:

“THAT the February 19th/2021 Regular Agenda be adopted as presented.”

All in Favor

MOTION CARRIED

4. ACCEPTANCE OF December 4th, 2020 Board REGULAR Meeting Minutes

On the motion made by E. Dusdal and seconded by M. Denton:

“THAT the Regular meeting minutes of December 4th, 2020 be accepted as presented.”

All in Favor

MOTION CARRIED

5. PRESENTATIONS

5.1 Contact North Update – B. O’Brien

Power Point Presentation

FNC Special Meeting called for February 22nd, 2021 to discuss and they should know by mid-March if 2nd and 3rd year of Contact North will be funded by the Ministry.

5.2 Registration Update – L. Waye & S. Salem

Enrollment report for 2021 and trends in data shared.

Overall registration for winter is 2740 registration down a bit from the Fall term.

Comparison of different terms.

International registrations did not drop as much as expected.

Domestic registrations did drop slightly.

Adult Basic Education made up of domestic students.

Continuing Education was also low in domestic students so there was a drop.

Health Sciences (RN Program) is very strong.

L. Waye provides a review and comparison between CMTN and sector wide numbers calculations.

Survey of CCP students was done and found that students were fairly happy with everything so far.

Overall a positive outlook.

5.3 2021 Delivery Plan – L. Waye & N. Rehn

Power Point Presentation

What does this mean for May through December for CMTN?

May to August 2021 is summer semester and currently having discussions with faculty.

Ensure that each course that require face to face components do have COVID safety.

Lots of discussion and analysis on what needs to be offered in order for our students to graduate.

Only two instructors at this time that are hoping to have field schools. Need to decide what pieces can be done on-line and what instruction requires face to face.

Keep watching the COVID vaccination rates and also if there is a desire to return to face to face. Need to ensure flexibility for those that need to self-isolate.

5.3 2021 Delivery Plan Continued:

Contact North is also an option for a number of courses and will continue to explore including more courses.

Questions:

If we were looking to do face to face are we able to do rapid testing.

UBC has just started to do rapid testing and once they know how it is going we can move forward.

Action

Find out if there is any information back from Ministry on rapid testing – J. Kohlman

Discussion -

Policy around if students or faculty refuse to get the vaccine?

This was raised at the College of President's meeting a few weeks ago and were advised that the Ministry is looking in to this.

Have been informed that if someone does refuse the vaccine there is nothing that the College can do about it. We are not a health/long term facility.

CMTN wants to ensure that people feel safe but there is no way to enforce.

5.4 Foundation Update – J. Kohlman

Power Point Presentation

Will be coming back to Board in June 2021 with a Foundation Strategic Plan and Action Plan information. This strategic and action plan will be approved at the Foundation meeting in May 2021. Currently there is a draft plan and a lot of work has been put in to it.

Upcoming Events include the Golf Scrambles that are set for September due to COVID.

Action –

Once confirmed appropriate, send list of company donors to Board Secretary for distribution – M. Doyle

6.0 PRESIDENT'S REPORT –

6.1 President's Update – J. Kohlman

A report was provided by J. Kohlman (Jeopardy-style Report to Board)

Highlights included:

- Construction and renovations on the Terrace campus
- Increase in IT service requests
- Indigenization of Business Law course
- Balanced budget for 2020/2021 and budget roadshow meeting for information

Action –

Addition to April 2021 Board Agenda

Update on B. O'Brien's work across the Province regarding indigenization – Board Secretary

Discussion –

- Pass rates for this year compared to past years.
- Easy-R budgeting financial software has come to end of life and will move to a different software system and will include moving the information over to the new system.

7.0 ANY NEW BUSINESS

7.1 Board Development – D. Try

Have discussed board development and J. Kohlman has looked in to four options:

- Watson
- CABRO On-line
- ICD Certification Group
- Maynard Angus

Board Executive discussed options at the February 12th, 2021 Meeting.

Board Executive recommends that board training be presented by Maynard Angus. Maynard will meet with each Board Member individually for one hour prior to the training to determine need so that he may customize the training.

Maynard will be taking an indigenous lens to the board governance.

Noted that Board Training is a very important part of being a board member.

Good idea for Board Members to also take the CABRO on-line training that is offered at no cost the College.

Will need to set aside time for this board training. Maynard's preference would be June 2021.

Communicate to Maynard that it is not about the amount of time for training but what's learned.

Motion:

On a motion made by D. Try and seconded by M. Denton:

“TO accept the recommendations to the Board to engage M. Angus for the amount specified to develop a training Session for the full board in June 2021”.

Amendment to the Motion:

On a motion made by S. McPhail and seconded by J. Wesley:

“THAT prior to signing a contract with Maynard we will need to determine that it is an appropriate course of action”.

All in Favor -

MOTION CARRIED

Action:

Add comments about board training to the Closed Door Session – S. McPhail

7.2 Extension of Board Member

It is noted that normally E. Dusdal would be completing his time with the CMTN Board. At this time the board may request that the Ministry make an exception and ask for E. Dusdal to remain on the board for a one-year extension due to his delegation and specific skill-set. In the meantime the board can put names forward for the succession planning.

Would like to ensure that the board is supportive of the one-year extension so that paperwork can be put forward to the Ministry for the extension.

Action:

The Board Secretary will submit the appropriate documents to CABRO for E. Dusdal's extension and applicant names for succession planning.

7.3 Motion from CMTN –

M. Doyle presents background on the motion.

License at the college for alcohol consumption during events requires renewal.

Motion:

On a motion made by E. Dusdal and seconded by D. Smith:

“THAT the CMTN Board of Governors delegates the authority for Coast Mountain College’s liquor license to the following positions:”

- CMTN President
- CMTN Vice-President(s)
- CMTN Director of Finance
- CMTN Director of Facilities

All in Favor -

MOTION CARRIED

8.0 COMMITTEE REPORTS

8.1 Executive Committee – N. Halbauer

A short update provided by the Chair, N. Halbauer.

Discussion around board training and ensuring that we keep on our path during the pandemic and prepare for anything in the coming year.

Acknowledges the CMTN Team for the hard work and diligence in keeping the College on track during these difficult time.

8.2 Education Council – D. McKeever

Information in Board package.

Motion:

On a motion made by D. Smith and seconded by D. Try:

“TO approve the Academic Schedule (CMTN Important Dates) for 2021 through 2024”.

All in Favor -

MOTION CARRIED

8.3 Finance and Audit Committee – E. Dusdal

No meeting to report as there was no need.

Noted good results that administration have been doing in keeping CMTN in-line and on budget.

8.4 First Nations Council – C. Guno

C. Guno not in attendance. No update provided.

8.5 Policy Review Committee – D. Try

Met on February 10th/2021

Motion:

Re: Policy Advisory Committee -

On a motion made by D. Smith and seconded by M. Denton:

‘THAT the Policy Committee Recommend approval of Policy Advisory Committee as presented’

All in Favor -

MOTION CARRIED

8.5 Policy Review Committee - Continued

Motion:

Re: Scheduling Policy -

On a motion made by D. McRae and seconded by D. Smith:

‘THAT the Policy Committee recommends that the CMTN Board of Governors accept and approve the Scheduling Policy with changes’

All in Favor -

MOTION CARRIED

Complaints to Board for review only

GP 12 – Recommend deletion as there is nothing there

Motion:

On a motion made by J. Wesley and seconded by D. Try

“TO delete the policy”.

All in Favor -

MOTION CARRIED

9.0 INFORMATION/CORRESPONDENCE

9.1 Next Meeting April 9th/2021. The meeting schedule is included in board package for reference.

10.0 MEETING ADJOURNMENT

On the motion made by E. Dusdal and seconded by S. McPhail:

“THAT the Board adjourned the REGULAR portion of the meeting.”

The Regular meeting was adjourned at 11.36AM.

Recording Secretary

Kimberly Quibell

Date:

Board Chair Approval

N. Halbauer

Date: