

COAST MOUNTAIN COLLEGE BOARD OF GOVERNORS REGULAR MEETING MINUTES

April 11, 2025, 10:45am-12:45pm

Via Kaltura Video Conferencing

Coast Mountain College serves six First Nations in Northwest British Columbia: Gitksan, Haida, Haisla, Nisga'a, Tsimshian and Wit'suwit'en and acknowledges the traditional territories its campuses reside on. We also collaborate with our close neighbors in the Tahltan Nation.

Attendance

A. Callaghan, Order-in-Council – July 31, 2025
A. Cober, Board Chair – July 31, 2025
A. Smith, Order-in-Council – July 31, 2025
B. Markert, Order-in-Council – July 31, 2026
C. Butcher, Order-in-Council – July 31, 2026
D. Allen, Order-in-Council – July 31, 2026
Dr. L. Waye, President & CEO
G. Benson, Student Elect – August 31, 2025
H. Anjaria, Staff Elect – September 1, 2025
M. Burrows, Education Council Chair – April 28, 2025
M. Horner, Order-in-Council – July 31, 2025
M. Mehr, Order-in-Council – July 31, 2026
N. Jamieson, Order-in-Council – July 31, 2026
P. Michell, First Nations Council Chair
R. Riesen, Faculty Elect – March 1, 2026

Regrets

J. Singh, Student Elect – August 31, 2025
T. Onuora, Order-in-Council – July 31, 2025

Guests

A. Kang, Director, President's Office
Dr. T. Kunkel, Vice President, Academic, Students & International
M. Doyle, Vice President, Corporate Services & CFO

1.0 Call to Order & Territorial Acknowledgement	<i>For Action</i>
The Board Chair, A. Cober called the meeting to order at 10:44am.	
1.1 Acknowledgement of the Education Council Chair's Term	<i>For Information</i>

<p>2.0 Adoption of the April 11, 2025, Board Regular Meeting Agenda</p> <p>On the motion made by A. Callaghan and seconded by D. Allen</p> <p>Motion: That the April 11, 2025, Board Regular Meeting agenda be adopted as presented.</p>	<p><i>Motion Carried</i></p>
<p>3.0 Adoption of the February 21, 2025, Board Regular Meeting minutes</p> <p>On the motion made by M. Horner and seconded by D. Allen</p> <p>Motion: That the February 21, 2025, Board Regular Meeting minutes be adopted as presented.</p>	<p><i>Motion Carried</i></p>
<p><i>New Business</i></p>	
<p>4.0 President's Report to the Board – President & CEO, Dr. L. Wayne</p> <p>Dr. L. Wayne presented a report to the Board.</p> <p>Summary and Key Metrics:</p> <ul style="list-style-type: none"> • CMTN finished 2024-2025 as promised: not in deficit • Provincial budget 2025 was released without cuts to the ministry of Post-Secondary and Future Skills <ul style="list-style-type: none"> ◦ There is ongoing concern about tariffs and uncertainty • Formal approval to run a deficit for 2025-2026, with the caveat that we use that 'runway' to make cuts to run a balanced budget in 2026-2027 <ul style="list-style-type: none"> ◦ We will have even fewer international students in 2026-2027 • We had submitted three "lite" business cases to PSFS at their request, but have now been denied: <ul style="list-style-type: none"> ◦ Smithers ◦ Prince Rupert ◦ Terrace, Phase 2 • Contact North BC has wrapped up as of March 31. In five years, the project had: <ul style="list-style-type: none"> ◦ 4,000 learners ◦ 22 communities ◦ Brought educational opportunities to learners in remote and rural communities ◦ Fostered innovation in Carpentry and Electrical <p>Student Applications (International):</p> <ul style="list-style-type: none"> • Budgeted for 30 new international students and we are now sitting at about 15 for September • We expect 180 international students to continue into second year starting in September 	<p><i>For Information</i></p>

<p>Student Applications (Domestic & International)</p> <ul style="list-style-type: none"> • Up 39% over last year • Registration begins on April 30 <p>Next steps:</p> <ul style="list-style-type: none"> • Work with HR and the Unions to address upcoming staffing cuts • Continue to pursue asset disposition • Continue to analyze “Invest, Trim Grow” strategies • Focus on the lead up to the October-March period to make the changes we need for 2026-2027 • Welcome local learners into our programs and campuses • Focus on marketing and conversion • Engage with PSFS, the Minister, and other elected officials to elevate the CMTN brand • Continue to collaborate with other PSIs in a way that strengthens CMTN 	
<p>5.0 Chair’s Report to the Board – Board Chair, A. Cober</p> <p>The Board Chair, A. Cober provided a report to the Board.</p> <p>The Board Chair, A. Cober noted that a Board and First Nations Council working group meeting was held.</p> <ul style="list-style-type: none"> • Plans about the June 9th joint Board and First Nations Council dinner and presentation were discussed. <p>The Board Chair, A. Cober noted that the President’s Office is mapping out the Board meeting dates for 2025-2026.</p>	<p><i>For Information</i></p>
<p>6.0 Finance & Audit Committee Report to the Board – M. Mehr</p> <p>The Finance and Audit Committee Chair, M. Mehr provided a verbal report to the Board.</p> <ul style="list-style-type: none"> • M. Mehr met with M. Doyle and CMTN team members. • The Finance and Audit Committee last met on March 28. • Reviewed the current statement of operations as of February 28. • CMTN is projected to end the fiscal year with a small surplus. • The province has approved the ask to run a deficit for one year. CMTN must maintain a balanced budget next year. • KPMG provided an audit planning report presentation. <p>M. Mehr noted that the budget process is well underway, and each year the budget is approved by the Board in June.</p>	<p><i>For Information</i></p>
<p>7.0 Policy Review Committee Report to the Board – D. Allen</p> <p>The Policy Review Committee Chair, D. Allen provided a verbal report to the Board.</p>	<p><i>For Information</i></p>

<ul style="list-style-type: none"> • The Policy Review Committee last met on March 14. • Three policy documents were reviewed at the committee meeting and are now ready for Board approval. 	
<p>7.1 Adoption of the Student Critical Incident Policy (ADM-014)</p> <p>On the motion made by the Policy Review Committee Chair and seconded by H. Anjaria</p> <p>Motion: <i>That the Student Critical Incident Policy (ADM-014) be adopted as presented.</i></p> <p>Dr. T. Kunkel provided an explanation of the Student Critical Incident policy and procedure. The policy and procedure provide direction to the College staff in case of a critical incident involving a student or a student fatality. The College would also meet the new Education Quality Assurance (EQA) requirement as mandated by the Post-Secondary Education and Future Skills, BC.</p> <p>Dr. T. Kunkel noted that the policy and procedure have been published to the College website as “under review.” The policy and procedure were published prematurely as there was a ministry deadline for February 28, 2025.</p>	<p><i>Motion Carried</i></p>
<p>7.2 Adoption of the Enterprise Risk Management Policy (ADM-018)</p> <p>On the motion made by the Policy Review Committee Chair and seconded by A. Callaghan</p> <p>Motion: <i>That the Enterprise Risk Management Policy (ADM-018) be adopted as presented.</i></p> <p>Y. Koerner noted that the Enterprise Risk Management policy and framework were developed based on the work of KPMG.</p>	<p><i>Motion Carried</i></p>
<p>7.3 Adoption of the Closed Circuit Video Camera Policy (FAC-010)</p> <p>On the motion made by the Policy Review Committee Chair and seconded by N. Jamieson</p> <p>Motion: <i>That the Closed Circuit Video Camera Policy (FAC-010) be adopted as presented.</i></p> <p>A. Kang noted that the Closed Circuit Video Camera policy and procedure are in place to ensure that the College is following provincial privacy laws such as the Freedom of Information and Privacy Protection Act (FOIPPA-BC).</p>	<p><i>Motion Carried</i></p>

<p>8.0 First Nations Council Report to the Board – P. Michell</p> <p>The First Nations Council Chair, P. Michell provided a verbal report to the Board.</p> <ul style="list-style-type: none"> • First Nations Council provided support for the Aboriginal Service Plan and supported the new proposal for 2025/2026 • First Nations Council is currently updating their terms of reference. • Contact North BC was fully supported by First Nations Council. The project had a huge impact on our northern communities. • A joint Board and First Nations Council dinner and presentation will be held in June 	<p><i>For Information</i></p>
<p>9.0 Education Council Report to the Board – M. Burrows</p> <p>The Education Council Chair, M. Burrows provided a verbal report to the Board.</p> <ul style="list-style-type: none"> • The last few EdCo meetings have been long but meaningful. • The Business Open Studies Pathway has been approved by EdCo. • On April 25, a new EdCo Chair and Vice-Chair will be elected. 	<p><i>For Information</i></p>
<p>10.0 Presentations</p> <p>10.1 Update on College Activities – President & CEO, Dr. L. Waye</p> <p>Dr. L. Waye presented an update on college activities.</p> <p>Commitment to Community Engagements:</p> <ul style="list-style-type: none"> • Annual edition of the CMTN Connection magazine has been distributed across the region • 50th anniversary celebrations are ongoing • Alumni connections webpage • Freda Diesing School of Northwest Coast Art Exhibit (Terrace) <ul style="list-style-type: none"> ○ 2025 President's Choice Award recipient was Elijah Morberg with his piece, Rave-Tsek'iye ○ 2025 Honourable Mention Award recipient Kashka Clellamin with their piece, The Balance Between • Get Connected Career Fair at the Hazelton campus <ul style="list-style-type: none"> ○ Attracted over 700 people from the community • International Women's Day <ul style="list-style-type: none"> ○ All campuses held simultaneous empowering celebrations honouring the achievements and contributions of women in our communities • Skills Canada Regional Completion <ul style="list-style-type: none"> ○ The competition was held at the Terrace campus on March 11 and featured competitors from the Carpentry, Welding, Electrical, Automotive, Hairstylist and Culinary program <p>Work-Integrated Learning Division (WILD):</p> <ul style="list-style-type: none"> • Successful funding applicant in CICAN's Campus Living Labs cohort 	<p><i>For Information</i></p>

<ul style="list-style-type: none"> • CMTN & 'Ksan Place collaborated to reduce greenhouse gas emission, enhance food security, and raise awareness of climate change <p>Regional Campuses:</p> <ul style="list-style-type: none"> • Carpentry Level 4 is being offered in Masset • Carpentry Foundations is being offered in Houston • KST partnership expansion to Landscape Horticulture • Introduction of Northwest Coast Art courses in Gitwangak, Gianyaw, Kitselas • Electrical Apprenticeship level 2 will be offered to apprentices in the region <p>CMTN Foundation:</p> <ul style="list-style-type: none"> • Northern Learner Entrance Award <ul style="list-style-type: none"> ○ Up to 23 awards are available, one for every school in the region from Haida Gwaii to Houston, BC. ○ \$3,500 towards tuition, fees, and supplies, as well as a \$600 monthly housing supplement for up to eight months. The total maximum value is \$8,300 per award. • Prince Rupert and District Chamber of Commerce Business Excellence Awards Night <ul style="list-style-type: none"> ○ Prince Rupert Port Authority, \$1,500 for the Trade Apprenticeships award ○ Northern Savings Credit Union, \$3,00 for the Made-in-the-North award ○ The Chamber of Commerce recognized three CMTN business students who completed the Rising Stars mentorship program <p>CMTN Foundation Events:</p> <ul style="list-style-type: none"> • Terrace <ul style="list-style-type: none"> ○ April 30 – 50th Anniversary Kickoff, <i>Event for Alumni</i> ○ May 30 - Golf Scramble and Fundraiser ○ October 16 - 50th Anniversary Roundup Event ○ November 20- Major Donor Appreciation and Student Recognition Dinner • Prince Rupert <ul style="list-style-type: none"> ○ June 11 - 50th Anniversary Event, <i>Open House for the Public and Alumni</i> • Smithers <ul style="list-style-type: none"> ○ February 13 - 50th Anniversary Event, <i>Open House for the Public and Alumni</i> ○ August 20 – Smithers Fall Fair ○ November 1 – Smithers Chamber Curling Fun-spiel, <i>Joint event with the Chamber</i> 	
11.0 Order-in-Council and Elected Board Member Only Discussion	<i>For Information</i>
12.0 Meeting adjournment	<i>Meeting Adjourned</i>

On completion of the agenda, the Board Chair, A. Cober declared the meeting adjourned at 12:22pm.	
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