

COAST MOUNTAIN COLLEGE BOARD OF GOVERNORS REGULAR MEETING AGENDA

October 31, 2025, 11:45am-1:45pm

Virtual Location: Microsoft Teams

Coast Mountain College serves six First Nations in Northwest British Columbia: Gitxsan, 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. Smith, Order-in-Council – July 31, 2026
B. Gibson, First Nations Council Vice-Chair
B. Markert, Order-in-Council – July 31, 2026
C. Butcher, Board Chair – July 31, 2026
D. Allen, Order-in-Council – July 31, 2026
Dr. L. Waye, President & CEO
H. Anjaria, Staff Elect – August 31, 2028
K. Anaka, Student Representative Elect – August 31, 2026
M. Burrows, Education Council Chair – April 25, 2026
M. Horner, Order-in-Council – July 31, 2026
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
S. Sheeba, Student Representative Elect – August 31, 2026
T. MacMillan, Order-in-Council – July 31, 2027
T. Onuora, Order-in-Council – July 31, 2027

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 and Introduction of Board Members The Board Chair, C. Butcher called the meeting to order at 11:45am.	<i>For Action</i>
2.0 Adoption of the October 31, 2025, Board Regular Meeting Agenda On the motion made by M. Horner and seconded by H. Anjaria	<i>Motion Carried</i>

<p>Motion: That the October 31, 2025, Board Regular Meeting agenda be adopted as presented.</p>	
<p>3.0 Adoption of the September 5, 2025, Board Regular Meeting Minutes</p> <p>On the motion made by H. Anjaria and seconded by B. Markert</p> <p>Motion: That the September 5, 2025, Board Regular Meeting minutes be adopted as presented.</p>	<i>Motion Carried</i>
<i>New Business</i>	
<p>4.0 Appointment of the Education Council Board Representative</p> <p>Each year an Order-in-Council Board member is appointed as the Education Council Board representative. The appointed Board member will serve in a non-voting capacity on the Education Council.</p> <p>Proposed: That the appointed Order-in-Council board member serve on the Education Council (EdCo).</p> <p>The Board Chair, C. Butcher will continue to serve on EdCo until the seat can be filled.</p> <p>The Board Chair, C. Butcher requested to postpone this agenda item to the February 6. 2026 Board meeting.</p>	<i>Item Postponed</i>
<p>5.0 Chair's Report to the Board – Board Chair, C. Butcher</p> <p>The Board Chair, C. Butcher provided a verbal report to the Board.</p> <ul style="list-style-type: none"> • C. Butcher is working with Dr. L. Waye and A. Kang on the transition of duties for the Board Chair role. • The Board Chair term of appointment shall continue until July 31, 2026. 	<i>For Information</i>
<p>6.0 President's Report to the Board – President & CEO, Dr. L. Waye</p> <p>Dr. L. Waye presented a report to the Board.</p> <p>Past Ten Months:</p> <ul style="list-style-type: none"> • January - Post-Secondary Education and Future Skills (PSFS) cancellation of the successful Contact North BC project (2020-2025). • Winter - Ongoing federal changes to international student study visas, favouring universities and limiting numbers. • Spring - PSFS cancellation of our student housing requests, with the possible exception of Phase 2 housing at the Terrace campus 	<i>For Information</i>

<ul style="list-style-type: none"> Spring - Premier tells media all public post-secondary institutions must present a balanced budget for FY 2026/2027 <p>College Budget:</p> <ul style="list-style-type: none"> October 20 Townhall announcement <ul style="list-style-type: none"> We will stop actively recruiting international students as of March 31 We will close the Hazelton Campus as of June 30 We will reduce each of the four employee groups at CMTN by approximately 20% by March 31 <p>Going Forward – Goals:</p> <ul style="list-style-type: none"> A focus on domestic and Indigenous student recruitment <ul style="list-style-type: none"> Fall 2025 saw a 13% increase in domestic enrolment, with a 30% increase in learners who self-identify as Indigenous A focus on having three robust campuses: <ul style="list-style-type: none"> Prince Rupert, Smithers, and Terrace Some positions removed from the budget, but adding others that align with our future focus A focus on maintaining the student experience as best we can On the path to presenting a balanced budget for 2026-2027 fiscal year <p>Going Forward - Asset Disposition:</p> <ul style="list-style-type: none"> Kitimat campus Houston campus Hazelton campus The proceeds from the sale of an asset go into retained earnings, earmarked for capital projects. The Ministry of Infrastructure and Ministry of Post-Secondary Education and Future Skills require an application for their use. 	
<p>7.0 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"> The Finance and Audit Committee met on October 21, 2025. The Five-Year Capital Plan was approved which noted a wish list of important projects. The Q2 financial statement was presented. The numbers look really good compared to the budget. 	<i>For Information</i>
<p>7.1 CMTN Five Year Capital Plan – Vice-President, Corporate Services & CFO, M. Doyle</p> <p>On the motion made by the Finance and Audit Committee Chair and seconded by B. Markert</p>	<i>For Action</i>

Motion: That the CMTN Five Year Capital Plan be adopted as presented.

M. Doyle presented the 5 Year Capital Plan 2026/2027-2030/2031.

- Terrace Campus Student Housing Phase 2
 - CMTN is one of three shortlisted candidates being considered for potential student housing development.
 - Business case has been submitted and a \$1 million contribution will be made by CMTN.
- Prince Rupert Campus Student Housing
 - This was identified as necessary due to low vacancy rates.
- Smithers Campus Student Housing
 - This was identified as necessary due to low vacancy rates.
- Waap Haawk Building Replacement
 - The building's core infrastructure is in poor condition.
 - Efforts are being made to maintain the facility, the current repairs are temporary and it is anticipated that further issues may arise over time.
- Waap Sa'mn Vertical Expansion
 - Renovations have already been completed to the basement, first floor, and second floor, and there is a possibility of adding an additional floor.
- Freda Diesing Indigenous Fine Arts Studio
 - Additional space is required, as CMTN is currently using a portable. The proposed new space would include an art gallery and additional work areas.
- Heavy Mechanical Shop Ceiling Crane
 - This request is considered a lower priority at this time.
- Waap Am'gam Renewal Phase 2
 - Focus on completion of the Trades Building.
- Terrace Campus Modular Boiler System
 - The 40-year-old boiler system is currently being maintained; however, a backup system is required and may be funded through routine capital.

M. Doyle noted that it is important to identify both high-priority items and lower-priority requests.

8.0 Policy Review Committee Report to the Board – D. Allen

For Information

The Policy Review Committee Chair, D. Allen provided a verbal report to the Board.

- The Policy Review Committee met on October 22.
- The committee reviewed the Board Governance Handbook.

8.1 Adoption of the CMTN Board Governance Handbook

Item Tabled

On the motion made by the Policy Review Committee Chair and seconded by H. Anjaria

Motion: *That the CMTN Board Governance Handbook be adopted as presented.*

A. Kang presented the new CMTN Board Governance Handbook.

- The Board Governance Handbook has been comprehensively updated to consolidate governance resources, clarify Board roles and responsibilities, and reflect the current legislative, policy, and procedural framework of CMTN.

R. Riesen noted that in Section .1 the Education Council (EdCo) seat should be listed as a voting seat. The Board previously passed a motion giving the EdCo Chair voting rights.

A. Kang noted that the *College and Institute Act* clearly defines that the EdCo seat is non-voting. However, she will look into previous Board minutes and review when this took place.

M. Burrows noted that the language in Section 1.2 about the campuses will need to be updated.

D. Allen requested that the agenda item be tabled and noted that further review is required regarding the EdCo vote.

8.2 Retraction of the Out of Date Board Policy Documents

Item Tabled

Proposed: *That the out of date Board policy documents be retracted from the CMTN website.*

The Policy Review Committee Chair, D. Allen requested that the agenda item be tabled.

9.0 First Nations Council Report to the Board – P. Michell

For Information

The First Nations Council (FNC) Chair, P. Michell provided a verbal report to the Board.

- FNC met on October 29 and 30

<ul style="list-style-type: none"> The council reviewed the Stepping Stones document and hope to provide it to the Board soon. FNC is celebrating its thirtieth anniversary. 	
10.0 Education Council Report to the Board – M. Burrows <p>The Education Council Chair, M. Burrows provided a verbal report to the Board.</p> <ul style="list-style-type: none"> Education Council approved the 2026 -2027 Academic Schedule. The annual Summary of Motions was approved. The Social Service Worker Certificate admissions requirements were updated and approved by. Council membership on standing committees is determined at the September meeting of each year. The four standing committees of EdCo (International Education, Education Policy, Articulation and Curriculum Committee, Academic Appeals) have been populated. The International Education Committee terms of reference were updated and approved. Action Items In-progress/Pending <ul style="list-style-type: none"> Updates to the Granting of Credentials Policy and Procedures is in progress. 	<i>For Information</i>
11.0 Presentations <p>11.1 Fall Semester Enrolment Number Update Presentation – Vice-President, Academic, Students & International, Dr. T. Kunkel</p> <p>Dr. T. Kunkel presented an enrolment report to the Board.</p> <ul style="list-style-type: none"> BC Public Service was recently on strike and the data is not up to date but hopefully it can be updated in the coming days. All international and domestic students without continuing education (CE) <ul style="list-style-type: none"> 2024-2024: 2512 2025-2026: 1550 (partial data and will change due to a data refresh) Domestic student numbers are increasing and international student numbers are decreasing. 	<i>For Information</i>
<p>12.0 Amended CMTN IAPR – Vice-President, Academic, Students & International, Dr. T. Kunkel</p> <p>12.1 Adoption of the CMTN IAPR</p> <p>On the motion made by D. Allen and seconded by R. Riesen</p> <p>Motion: <i>That the CMTN IAPR be adopted as presented.</i></p> <p>Dr. Titi Kunkel presented a provided an IAPR presentation.</p>	<i>For Information</i> <i>Motion Carried</i>

<ul style="list-style-type: none"> • IAPR 2024/2025 – Report Overview <ul style="list-style-type: none"> ◦ Annual Ministry report that is completed by all Public Post-Secondary Institutions. <ul style="list-style-type: none"> ▪ Mandate letter ▪ Ministry initiatives ▪ Strategic plan ▪ Ministry performance targets and results ◦ Institutional Data <ul style="list-style-type: none"> ▪ Ministry data ▪ Institutional Research ▪ Department Action Plans • Highlight of changes to IAPR <ul style="list-style-type: none"> ◦ Provided more detailed information about new marketing initiatives carried out to increase domestic student enrolment. ◦ Targets, assessment and explanation added for Indigenous student spaces. ◦ Assessment and explanation added to Student Spaces and Credentials awarded. ◦ Updated Board Chair name on the Accountability Statement ◦ Revised date on the Accountability Statement ◦ Minor editorial changes. 	
<p>13.0 Mandate Letter Activities Update - Vice-President, Academic, Students & International, Dr. T. Kunkel</p> <p>Dr. T. Kunkel presents the Mandate Letter Activities updated</p> <ul style="list-style-type: none"> • What is the Mandate Letter <ul style="list-style-type: none"> ◦ Letter from the Minister, Honorable Anne Kang ◦ Issued to the Chair of the Board in June 2025 ◦ Highlights provincial mandate for the year • Mandate Letter 2025/2026 <ul style="list-style-type: none"> ◦ Data Security and Enterprise Risk ◦ Climate Change Accountability ◦ Advancing Indigenous Reconciliation ◦ Explore and Implement Strategies ◦ Policies and Programs • Timeline and Reporting & Department Action Plans <ul style="list-style-type: none"> ◦ August to September 2025 – Academic year preparations ◦ October 2025 – Set priorities and develop Department Action Plans (DAP) ◦ November 2025 – DAP priorities presentation ◦ March 2026 – DAP progress update ◦ April 2026 – IAPR development ◦ June 2026 – Report on outcomes 	<i>For Information</i>
<p>14.0 Meeting Adjournment</p>	<i>Meeting Adjournment</i>

On completion of the agenda, the Board Chair, C. Butcher declared the meeting adjourned at 1:15pm.

Please note that a Board only post-meeting evaluation survey will be distributed to FNC Chair, EdCo Chair, OIC and elected Board members. This survey is being conducted in addition to the OIC Board member-only discussion.

