coast mountain college

COAST MOUNTAIN COLLEGE BOARD OF GOVERNORS REGULAR MEETING MINUTES

September 5, 2025, 12:00pm-2:00pm
In-Person Location: Room 210, Waap Sa'mn – Terrace Campus
Virtual Location: 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. Cober, Board Chair – July 31, 2028
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, Order-in-Council – July 31, 2026
D. Allen, Order-in-Council – July 31, 2026
Dr. L. Waye, President & CEO
H. Anjaria, Staff Elect – August 31, 2028
M. Burrows, Education Council Chair – April 25, 2026
M. Horner, Order-in-Council – July 31, 2026
M. Mehr, Order-in-Council – July 31, 2026
R. Riesen, Faculty Elect – March 1, 2026
T. MacMillan, Order-in-Council – July 31, 2027
T. Onuora, Order-in-Council – July 31, 2027

Regrets

N. Jamieson, Order-in-Council – July 31, 2026
P. Michell, First Nations Council Chair

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, A. Cober called the meeting to order at 12:03pm.	*For Action*
2.0 Adoption of the September 5, 2025, Board Regular Meeting Agenda	*Motion Carried*

On the motion made by B. Markert and seconded by M. Horner **Motion:** *That the* September 5, 2025, Board *Regular Meeting agenda be adopted as amended.* The Board Chair, A. Cober requested an amendment to include the Student Appeal of Suspension to Board of Governors Policy (ADM-021) as agenda item 7.1, with the following proposed motion: **Proposed:** *That the Student Appeal of Suspension to Board of Governors Policy and (ADM-021) be adopted as presented.*	
3.0 Adoption of the June 10, 2025, Board Regular Meeting Minutes On the motion made by B. Markert and seconded by M. Horner **Motion:** *That the* June 10, 2025, *Board Regular Meeting minutes be adopted as presented.*	*Motion Carried*
New Business	

4.0 President's Report to the Board – President & CEO, Dr. L. Waye
 	
Dr. L. Waye presented a report to the Board.
 	
Budget:
• Approved deficit budget of $3.5million to engage in workforce reductions
    o Invest, Trim, Grow initiatives implemented to reach $4million goal for budget reduction
• Developing the 2026/2027 fiscal year budget with a reduced number of positions and an ongoing focus on educational quality
    o Removed international student tuition revenue from the next budget
    o Looking at potential asset disposition of real estate to build back retained earnings
• Budget for the 2026/2027 fiscal year is being built to be sustainable for that year and beyond, both financially and operationally
 	
Communications with Staff and Faculty:
• Monthly townhalls, February to June
    o These are recorded and available to all employees
    o Email updates following townhalls
• June onwards, there have been regular meetings between HR and Union leads
• Timeline:
    o 17% of excluded positions (vacant and not vacant) were laid off in June
	For Information

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- In September early retirement and voluntary departure incentive canvassing will begin - From October 2025 to March 2026 the layoff and bumping process will be initiated Student Enrolment: - Expecting approximately 1,000 students this year, returning and new, domestic and international combined - Approximately 700 students are domestic and 300 are international - Seven Northern Learner Award winners - Diverse communities: Stewart, Kitimat, Prince Rupert, Smithers - Diverse areas of study: Trades, Sciences, Arts, First Nations Fine Arts - Enhanced student orientations - Smithers, Prince Rupert, and Terrace - Well attended by students, staff, faculty, service providers	
5.0 Chair's Report to the Board – Board Chair, A. Cober The Board Chair, A. Cober provided a report to the Board. September 5, 2025 Closed Door Meeting: - The Board approved the creation of the Risk Committee - The terms of reference for the committee are under development - The Board approved the disposition of the Kitimat and Houston campuses as per the guidance of the Ministry of Infrastructure. Dr. L. Waye noted that The Ministry of Infrastructure was established in October 2024, and is now responsible for the management of all government assets. Dr. L. Waye noted The Kitimat campus was closed for college use in 2012 as part of the budget reduction process. The campus has been leased since 2012. It is currently leased to three non-profit tenants: the District of Kitimat, the Community Development Centre, and Tamitik Status of Women. Dr. L. Waye noted that The Houston campus was closed for college use in 2017 as part of the budget reduction process. The campus has been leased since 2017. It is currently leased to Northern Health and the non-profit Houston Link to Learning. Occasionally vacant space in the campus has been used by CMTN faculty who are working in the area or by School District 54. Dr. L. Waye noted that proceeds from the sale will be allocated to retained earnings and used to support capital projects, while also providing a financial cushion for potential risks.	*For Information*
6.0 Finance & Audit Committee Report to the Board – M. Mehr The Finance and Audit Committee Chair, M. Mehr provided a verbal report to the Board.	*For Information*

• The Finance and Audit Committee last met on August 28. • Reviewed the Q1 statement of operations. • The province approved the request to run a $3.5 million deficit.	
7.0 Policy Review Committee Report to the Board – D. Allen The Policy Review Committee Chair, D. Allen provided a verbal report to the Board. • The Policy Review Committee last met on August 29. • Four policy documents were reviewed at the committee meeting and are now ready for Board approval.	*For Information*
7.1 Adoption of the Student Appeal of Suspension to Board of Governors Policy (ADM-021) On the motion made by the Policy Review Committee Chair and seconded by H. Anjaria **Motion:** *That the Student Appeal of Suspension to Board of Governors policy (ADM-021) be adopted as presented.* A. Kang presented the new policy which establishes a formal appeal process for student suspensions in compliance with the *College and Institute Act.* The policy allows appeals on the basis of procedural unfairness or new evidence, with the Board of Governors acting as the final decision-making body. Hearings will be conducted in camera to ensure confidentiality.	*Motion Carried*
7.2 Adoption of the User Account Management Policy (INF-003) On the motion made by the Policy Review Committee Chair and seconded by M. Horner **Motion:** *That the User Account Management policy (INF-003) be adopted as presented.* A. Kang presented a new policy to standardize account creation, management, and deactivation. The policy requires formal authorization for new accounts, disables dormant accounts after 180 days, and restricts contractor and vendor accounts to time-limited access. Access is based on the principle of least privilege. The policy ensures full lifecycle management of accounts and reduces risks related to cybersecurity and privacy	*Motion Carried*
7.2 Adoption of the IT Password and Authentication Policy (INF-004)	*Motion Carried*

On the motion made by the Policy Review Committee Chair and seconded by M. Horner **Motion:** *That the IT Password and Authentication policy (INF-004) be adopted as presented.* A. Kang introduced the policy which sets standards for passwords and authentication practices. Key provisions include requirements for unique and confidential passwords, use of multi-factor authentication, automatic disabling of dormant accounts after 180 days, separation of privileged accounts, and restricted use of encrypted or IT-approved password managers. The framework aligns with National Institute of Standards and Technology (NIST) standards and enhances security controls to protect institutional data. **7.3 Adoption of the College Data Classification Policy (INF-005)** On the motion made by the Policy Review Committee Chair and seconded by B. Markert **Motion:** That the *College Data Classification policy (INF-005) be adopted as presented.* A. Kang presented the policy which establishes a framework for classifying College data. The policy defines four levels of classification and sets out roles and responsibilities including data owner, steward, custodian, user, creator, and auditor. • Public, Internal, Confidential, and Highly Confidential	*Motion Carried*
8.0 First Nations Council Report to the Board – P. Michell The First Nations Council Vice-Chair, B. Gibson provided a verbal report to the Board. • The First Nations Access Coordinators are leading the work on the Weekend Warrior Backpack program to support students. • The second round of College Knowledge 101 was held in July • An opportunity was offered for former youth in care to participate in a one-day College Knowledge session in August; however, no registrations were received. • The fiscal year for the Aboriginal Service Plan (ASP) has concluded • The Indigenous Pathways and Partnership program is a new funding mechanism	*For Information*
9.0 Education Council Report to the Board	*For Information*

The Education Council Chair, M. Burrows provided a verbal report to the Board.
 	
Action Items Completed:
• New appointments have been made for the vacant educational administrator seats
  ○ C. Elliott and E. Suderman
• C. Williamson stepped down during the summer as the EdCo Chair, and a new Chair was voted in August 29 during an extraordinary EdCo meeting.
 	
Action Items In-progress/Pending:
• Academic Schedule 2025-2027
  ○ Academic schedule to be reviewed by clusters and voted on during the September EdCo meeting.
 	
Announcements/Advisements:
• The following course updates were approved: BFIN 150, MATH 046, and PHYS 121
• Curriculum Guidelines and Expectations taskforce was created to add in further details within the current guidelines for faculty.
• Academic Integrity policy and procedures from the Education Policy Committee was presented, and clusters will be reviewing the policy documents.	

10.0 Meeting Adjournment On completion of the agenda, the Board Chair, A. Cober declared the meeting adjourned at 12:55pm. *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.*	*Meeting Adjourned*