

REGULAR MEETING MINUTES
March 16, 2012
9:09 am -11:40 am
Kitimat Campus, Room 23

Attendance: R. Witherly, Chair
T. Euverman
J. Ross
T. Euverman
S. Foote
L. Payjack-Mohler (Recording Secretary)

D. van Dyk
G. Randhawa
H. Pond
E. Kruithof (teleconference)
G. Wesley

Regrets: S. Pauls
Regrets (Staff member): C. Sousa, VP, Finance & Administration

Staff members in attendance:

D. Henning, President & CEO
B. Moore-Garcia, VP, Education & Student Services
D. O'leary, VP, Institutional Advancement
S. LeBlanc, Director of Human Resources

Guest: B. Downie, Liaison, City of Terrace

Call to order: 9:09 am

The Oath of Office was conducted for:

A. Carlick (incoming First Nations Council Chair) &
C. Wyatt (incoming Education Council Chair)

Agenda

On the motion made by G. Randhawa and seconded by D. van Dyk:

“The Agenda was adopted with the additions: Member Board Compensation Committee and In-Camera: President’s Assessment.”

MOTION CARRIED UNANIMOUSLY

A recess to the Regular session was called at 9:17 am, the session resumed In-Camera.

The Regular meeting resumed at 10:44 am.

MINUTES

On the motion made by G. Randhawa and seconded by S. Foote:

“The Minutes for the meeting of February 17, 2012 were approved as presented.”

MOTION CARRIED UNANIMOUSLY

REPORTS

Executive Committee (R. Witherly) verbal report.

Education council (Ed. Co.): (C. Wyatt) report included in meeting package.

Highlights:

- Practical nursing program diploma program approved
- Northwest BC Certified Utility Arborist Program was approved

Question: Is the Practical Nursing Program now two years? Was it not 4 years?

Answer: Two years, planned start in Sept 2012. A higher level of math will be required. Registered Nursing is a 4 year Program.

First Nations Council (FNC) (A. Carlick) report included in meeting package.

Highlights:

- Priscilla Michell and Adrian Carlick were elected Vice Chair and Chair on January 27th
- Seeking Student Representative
- First meeting attended in May 2011 (topics were very specific, unlike the purpose of the FNC)
- Thus a review of the Terms of Reference and Stepping Stones document followed

On the motion made by J. Ross and seconded by G. Randhawa:

“That, with the support of Education Council and First Nations Council, the Board of Governors write a letter to the Minister of Advanced Education in support of a recommended legislative change that will permit the First Nations Council representative to the Board to be a full member of the Board of Governors of Northwest Community College.”

MOTION CARRIED UNANIMOUSLY

Action: Letter of thank you to Margaret Brown

Action: Letter of support to Ministry of Advanced Education in support of legislative change for First Nations Council

Finance and Audit Review Committee (D. van Dyk) report included in package.

Highlights:

- Tuition policy will be brought to the May meeting
- Audit to tender in April and May and Committee will take an active role in the process
- Canadian Federation of Students letter to notify Administration of a 3 % increase in fees

It was requested that financial statements reviewed by the Committee be included in the Board meeting package.

Action: (L. Payjack-Mohler) update (D2L) portal with Finance & Audit Review Committee meeting documents.

Member Benefit Board Compensation (MBBC) (G. Wesley) provided a verbal report.

Highlights/History of Committee:

- Province wide committee, founded in 2009
- 20 members
- 3 meetings have occurred since 2009
- Purpose to provide support to PSEA, fairness in consistency in scale

Question: Is there an increase for the Board?

Answer: The Committee is a Board that looks at the Executive Compensation not Board member compensation.

No actions requested from our Board.

Policy Review Committee (PRC) meeting: (G. Wesley)

- Established PRC to address Board policies of NWCC
- Active to fulfill obligations, existing policies and propose new policies as necessary
- 2 vacancies (community representatives)
- Terms of Reference was reviewed

On the motion made by G. Wesley and seconded by J. Ross:

“The Terms of Reference for the Policy Review Committee be adopted as presented.”

**MOTION CARRIED UNANIMOUSLY
Schedule 9.5 (handout)**

Executive Limitations were reviewed and the language was discussed. The language provides boundaries i.e. limitations. Further review by the PRC will be conducted. **TABLED**

Presidents Activity Report (D. Henning) report included in package. The Ends Statements, as approved on February 17, 2012, were used in the report.

Monitoring Report (D. Henning) provided in package.

Highlights:

- Please direct the public to the *Budget Update* webpage Fact sheet (available on nwcc.bc.ca for media/public)
- Continuing through the systems review

Concerns:

- Policy analysis, conducted internally by Committee Chair due to financial limitations
- Technology limitations e.g. increase in enrollments, reports communicated to required departments to trigger hiring a new instructor.

Partnerships:

- Working to restore by dividing tasks between 4 administrators
- Recently S. LeBlanc and J. Ross attended a meeting with Rio Tinto Alcan President and representatives
- Cargill Group invited NWCC to submit a proposal (an invitation driven process)
- Diamonds in the rough: Marine and Coastal studies

Priority Planning Report: (H. Pond) provided a summary of the process:

- motion to accept report
 - refer to steering committee
 - review with Education Council and Student Union to ensure a solid understanding
- In the end the report:

- always belongs to the Board
- is a foundational document of (a roll up) what was accurately heard
- should form our understanding of the Strategic Plan document

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

“That the Board receives the Priority Plan Report and refers it back to the Priority Planning Committee.”

MOTION CARRIED UNANIMOUSLY

New business

Correspondence documents have been posted to D2L for reference.

Action: Responses required. R. Witherly will discuss with D. Henning.

Community Reports:

It was requested that a member of each campus join the meeting via teleconference to provide a report. The first 30 minutes of the meeting be allotted for presentations.

Hazelton & Smithers convocation was canceled due to limited interest (2 students). Grads are invited to attend the Terrace ceremony.

Terrace:

- Construction clearing for the transmission line
- Reminder: NWCC Convocation Ceremony for Terrace (May 12)
- Report provided by I. Price, Campus Manager (view on portal)
- D. Henning, as a member of the Community Impacts Task Force Committee, is focusing on progressing Terrace to become a 'gateway'

Iskut (A. Carlick)

- We would like NWCC to serve the Dease Lake area.

Houston (T. Euverman)

- Huckleberry Mine is hiring employees and expanding.

Prince Rupert (R. Witherly)

- Port Authority acquired a second crane, hopefully it will be up for the Fall
- Prince Rupert Convocation (May 15) 11 students, the ceremony will be held at the campus

The meeting was **adjourned** at 11:40 am.

Community Report: Kitimat –12:14 PM – 12:55 PM

Mayor Joanne Monaghan, City Councilors: Mary Murphy, Corrine Scott and District of Kitimat: Ron Poole, Chief Administrative Officer & Rose Klukas, Economic Development Officer met with the Board for lunch.

The community report was shared following introductions of those in attendance.

Highlights:

Review of Kitimat campus needs is underway

Large increase in population to Kitimat is expected

Question: What number are you expecting?

Answer: There is a committee looking at this and the needs. Social services expanding, housing concerns, recreational facilities are here (upgrades may be necessary)

Concerns:

Shortage: electricians and pipefitters

Not fast enough for Industry

Accessible distributed learning

Highlights:

Building new and rebuilding partnerships

Alberta has proven success with:

1. trades training beginning in Grade 7, revised curriculum (Math & Science real life application)
2. registered high school apprenticeship program

Call for members to step forward (decision makers) for an Advisory Committee

Discussion concluded at 12:55 pm.