

### REGULAR MEETING MINUTES

April 20, 2012

9:01 am -11:45 am

Houston Campus, Library

**Attendance:** H. Pond, Acting Chair  
T. Euverman  
J. Ross  
T. Euverman  
A. Carlick  
L. Patterson (Recording Secretary)

D. van Dyk  
G. Randhawa  
C. Wyatt (teleconference)  
E. Kruithof  
G. Wesley

**Regrets:** R. Witherly, Chair  
S. Foote

S. Pauls

**Regrets (Staff member):** D. O'leary, VP, Institutional Advancement

**Staff members in attendance:**

D. Henning, President & CEO  
B. Moore-Garcia, VP, Education & Student Services  
C. Sousa, VP, Finance & Administration  
S. LeBlanc, Director of Human Resources  
R. Saimoto, Campus Manager, Smithers & Houston  
teleconference: A. Maitland, Campus Manager, Hazelton  
W. Prystay, Campus Manager, Prince Rupert & Haida Gwaii

**Call to order:** 9:01 am

### Agenda

On the motion made by T. Euverman and seconded by G. Randhawa:

**“The Agenda was adopted with the addition of Bill 18.”**

**MOTION CARRIED UNANIMOUSLY**

A recess to the Regular session was called and the session resumed In-Camera.  
A tour of the Houston campus was provided.

The Regular meeting resumed at 10:35 am.

### Bill 18

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

**“That D. Henning write an email to the Ministry of Advanced Education (AVED)  
requesting J. Ross continue on the Board as a member until the end of July 2012.”**

**MOTION CARRIED UNANIMOUSLY**

## MINUTES

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

**“The Minutes for the meeting of March 16, 2012 were approved as presented”  
MOTION CARRIED UNANIMOUSLY**

## COMMUNITY REPORTS

Campus Principals: A. Maitland, W. Prystay and R. Saimoto joined the meeting.

### **Houston/Smithers:** (R. Saimoto)

- Dee McRee and Sandy Lavallie were recipients of the Honourable Woman Award: Innovative category (small scale)
- Mining week is May 17
- Rotary Celebrity Golf Tournament is June 16
- Board members are invited to Smithers, School of Exploration and Mining
- Moricetown Cooks Helper Program

**Question:** What is the enrollment?

**Answer:** 12 students

### **Biggest challenge:**

- Huge gap of learning in our community
- Short gaps don't work in our community
- Individuals who are missing essential skills are missing out
- Budget is creating an issue with recruitment
- The community values the college, what can we do to help?

### **Prince Rupert:** (W. Prystay)

- Port of Prince Rupert collaboration on Cow Bay
- First Nations Interpretative Centre
- Marine Aquarium
- March 21 Rising Stars Achievement Awards, a successful year with 88 students involved
- Meeting with industry
- National Aboriginal Business Opportunities Conference (NABOC) concluded with an art sale showcasing Frieda Diesing students
- Prince Rupert campus Convocation Ceremony: May 15

### **Haida Gwaii:** (W. Prystay)

- April 9-12<sup>th</sup> successful trip with positive meetings with: Haida Gwaii Advisory Committee, School District
- (Skidegate) 4 Programs: Business Administration (pilot), Technology, new Queen Charlotte Hospital, Health Care Assistant, Cabinet Maker

**Terrace/Kitimat:** (I. Price) report included in meeting package.

### **Hazelton:** (A. Maitland)

- Gitanyow: 2 Career and College Preparation (CCP) Programs in the past
- Added value Carpentry in Gitwangak
- Interest in Workforce Exploration Skills Training (WEST) Camp & Building Maintenance Program
- Meetings with Band Councils to brainstorm
- Transportation system to our campus
- May 29<sup>th</sup> Blanket Dance at the Hazelton campus

### **Biggest Challenge:**

- Getting the students here and keeping them here
- First Nations is almost 100%, working with a part-time First Nations advisor, looking at increasing the position to full time
- Crucial for the success of the students

### **COMMITTEE REPORTS**

#### **Executive Committee** (D. van Dyk)

- Performance evaluation for the President is underway

#### **Question:** What challenges?

**Answer:** Busy volunteers, have time to put together a more effective process.

Once we have addressed the assessment, we will work on a solid process.

Trying to find constructive feedback and develop a positive process.

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

##### **Highlights:**

- Written comments relating to Priority Planning, confusion on how it fits into what we are doing now, time will assist with the understanding
- Discussion on program reviews
- Presentation on the relocation of programs
- Bylaw review process

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

##### **Highlights:**

- What is our direction?
- Priority planning, Stepping Stones were summarized; Stepping Stones document to be reviewed annually and will be brought into the Strategic Plan.
- Participated in the Indigenous Gardens blessing

##### **Question:** What does a FNC meeting look like?

**Answer:** 28 people attended the last meeting which was conducted similar to Board meetings.

Attendance is increasing which was a concern in the past. Members are engaged and embracing the fact that they are making a difference in their community.

#### **Finance and Audit Review Committee** (D. van Dyk)

##### **Highlights:**

- Notification of approved funding of \$36,000 for emergency capital spending (extraordinary expense: flooding) and separate funding to support the Introduction to Trades. The staff was recognized for their efforts.
- Audited financial statements will be reviewed with the auditor at the May Board meeting
- Tender process for the auditor was summarized
- The Finance & Audit Committee is meeting with the auditor before the May Board meeting
- The Committee will be more involved with the process from the beginning going forward

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

##### **Executive Limitations**

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

**“That the Board accepts the Executive Limitations as presented by the Policy Review Committee.”**

**MOTION CARRIED UNANIMOUSLY**

**Schedule 5.2**

**ACTION:** At the next Executive Committee meeting the vacancies of the Policy Review Committee will be filled.

**ACTION:** The monitoring reports is the next item to be reviewed by the Policy Review Committee.

**Presidents Activity Report** (D. Henning) report included in meeting package.

**Objectives Monitoring Report** (D. Henning) report included in meeting package.

**Priority Planning Report:** H. Pond provided a summary.

- Steering committee no longer exists
- H. Pond is taking the lead for our institution: how it works, communication cycle, and moving to a Strategic Planning Steering committee
- Priority Planning and Stepping Stones are reference documents
- Next practical steps will include:
  - invitations sent out
  - a series of meetings with groups for discussion then
  - the Strategic Planning document will be referred back to the Board to approve

**Question:** Would it be valuable to have the Board kept up to date on meetings?

**Answer:** Yes.

**ACTION:** Send out an email with dates, if possible to align with Board meetings, Board members are welcome to participate.

**Next meeting date:**

May 18, 2012 teleconference

**June Governance Session:**

Re-scheduled for the Fall to align with the September Board meeting to include: training and the elections.

**ACTION:** Election of officers-Executive Committee

**Adjournment**

On the motion made by T. Euverman and seconded by D. van Dyk:

**“The meeting was adjourned at 11:45 am.”**

**MOTION CARRIED UNANIMOUSLY**