

**REGULAR MEETING MINUTES**  
**June 26, 2012**  
**4:40 pm to 5:11 pm**  
**Teleconference/Videoconference**

**Attendance:** R. Witherly,<sup>v</sup> Chair  
H. Pond<sup>†</sup>  
G. Randhawa<sup>v</sup>  
S. Foote  
L. Payjack-Mohler (Recording Secretary)

D. van Dyk<sup>†</sup>  
T. Euverman<sup>†</sup>  
A. Carlick<sup>†</sup>  
B. Setso<sup>†</sup>

**Regrets:** S. Pauls  
G. Wesley  
E. Kruithof (outgoing Faculty Rep.)

N. Collison  
C. Wyatt (outgoing Ed Co Chair)

**Staff members in attendance:**

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

Meeting method: Video denoted by <sup>v</sup>, teleconference denoted by <sup>†</sup>  
All other attendees joined in person, Waap Sginiis, Terrace Campus.

**Call to order:** 4:40 pm

**Agenda**

On the motion made by D. van Dyk:

**"The Agenda was adopted as presented."**

**MOTION CARRIED UNANIMOUSLY**

**MINUTES**

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

**"The Minutes for the meeting of May 22, 2012 were approved as presented"**

**MOTION CARRIED UNANIMOUSLY**

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

**"The Minutes for the meeting of May 31, 2012 were approved as presented"**

**MOTION CARRIED UNANIMOUSLY**

## **COMMITTEE REPORTS**

### **Executive Committee** (R. Witherly)

There was no formal meeting of the Executive Committee since the last Board meeting.

The Finance & Audit Committee meeting occurred on June 25<sup>th</sup> to discuss the tender for auditor.

**Education council (Ed. Co.)** (C. Wyatt) report including in the meeting package.

- C. Wyatt is the outgoing Ed. Co. Chair, June 26
- S. Lundman newly elected/incoming Chair for Ed Co.
- The next meeting will occur on June 29<sup>th</sup> followed by a recess for the Summer.

**Question:** Do they discuss what the programming will look like in September?

**Answer:** They don't discuss this specifically. They review: Policy Council grading system, attendance, & scope of programs.

**First Nations Council (FNC)** (A. Carlick) provided a verbal summary.

- The last meeting was held in Smithers on June 8<sup>th</sup>
- The lunch was catered by the Cooks Helper Program, marking an end to their Program. This was well received.
- Discussion of how FNC and what they are for.
- Galts'ap day
- Follow up letter CCP from Nancy Ross, FNC will respond, the Board will be included (cc) on the letter.

**Question:** Can administration also be included in the response?

**Answer:** Yes.

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

Highlights:

- Audit out for bid, 5 bids came back
- Vigorous 1 ½ hour meeting yesterday

Auditor Recommendation

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

"The Finance and Audit Committee recommend to the Board that Vohora & Co. be appointed as the Auditor for NWCC for the fiscal year 2012-2013"

### **MOTION CARRIED UNANIMOUSLY**

Closing Audit letter

Highlights:

- Finance & Audit committee discussed with the document with the staff
- Accounting changes
- New module being used, staff is undertaking this year
- Budget responsibility, giving the authority and budget responsibility to the individuals
- There were no concerns out of the closing audit letter

Thank you to the Finance & Audit Committee and the staff for their time and work. And the next year will be a challenge as well.

**Policy Review Committee (PRC) meeting:**

- The Ends Monitoring Reports were included in the package and summarized by D. Henning:
- Data driven outcome basis reporting
- Unfortunately because of the loss of 2 Committee members, J. Ross and E. Kruithof, we are unable to conduct a review with full PRC
- Recommendation, to accept the Monitoring Reports for the Ends, for implementation in the Fall.
- The monitoring reports:
  - Tie in with the Ends statement
  - Is President's interpretation to the Board
  - Gives the Board a cross check to the Institution as a whole
  - Is the way to measure if the President is doing the job

**On the motion made by H. Pond and seconded by S. Foote:**

**“That the Board accepts the Monitoring Reports for implementation as presented.”**

**MOTION CARRIED UNANIMOUSLY  
Schedule 5.5(a)**

**New Business**

(D. Henning)

Update on layoff process was provided; pleased that we have done our checks and balances to follow the Collective Agreement.

(C. Sousa) Rehabilitation and Maintenance of our buildings funding has been received in the amount of \$.5 million dollars.

(D. Henning) Minister Bell is personally taking on the Capital funding for the Trades Program. And is committed to providing ongoing support; Workforce Exploration Skills Training (WEST) Program at Northwest Community College School of Exploration & Mining (NWCC SEM) was indicated as one area.

R. Witherly provided a summary of the BC Colleges (BCC) Board Chairs meeting in Vancouver with Minister Yamamoto & the Deputy Minister. This was the first time of research and teaching institutions sitting down and meeting together.

**INFORMATION/CORRESPONDENCE**

Institutional Accountability Plan and Report

D. Henning provided a summary. The report:

- annual report
- a key performance indicator
- prepared by the Registrar, D. Stava
- due to July 20

It will be sent to the Board Chair, for review and approval. It was noted that R. Witherly is available until July 20. She will send a note, to have the Vice-Chair, H. Pond, review/approve in her absence as acting Chair.

**Next meeting dates:**

September 21<sup>st</sup> Board meeting

T. Thompson, facilitator of the Governance Session, has requested the meeting date change from September to October.

**Question:** Is there any concerns with moving the Governance Session to October?

**Answer:** No concerns were voiced.

The Governance Session has been revised to October 19<sup>th</sup> with T. Thompson  
The change will allow the incoming Student Representatives to participate.

**Action:** A revised meeting schedule will be circulated.

Additionally, a request to have a joint education session (T. Thompson) with FNC and the Board was noted; D. Henning & R. Witherly will discuss this further.

**Government Letter of Expectation:**

The letter was received and included in the meeting package for information.

**Adjournment**

On the motion made by T. Euverman:

**“The meeting was adjourned at 5:11 pm.”**

**MOTION CARRIED UNANIMOUSLY**