

Regular MINUTES
Room 208, Waap Sa'mn Terrace Campus

ATTENDANCE:

Board Members:	H. Pond	R. Berthiaume	A. Carlick	T. Euverman
	C. Fielding	C. Morgan (tele)	D. Petuh (FNC)	G. Randhawa
	R. Riesen (tele)	R. Wheadon (tele)		

Regrets:	N. Collison	P. Michell	D. van Dyk	L. Wilson
	R. Witherly			

Staff members: D. Henning, President & CEO
C. Sousa, Vice-President, Finance & Administration
D. O'Leary, Vice-President, Institutional Advancement
L. White, Interim Vice-President, Education & Student Services
D. Stava, Registrar & Director of Institutional Research, FD NW Coast Art
A. McDougall, Executive Officer to the President's Office (minute taker)

Guests: S. Tyers, City of Terrace

Presenters: No presenters

1.0 ROUNDTABLE INTRODUCTIONS were conducted and guests were introduced.

2.0 PRESENTATION:

There was no presentation for this meeting.

3.0 The meeting was **CALLED TO ORDER** at 9:09 a.m.

Northwest Community College's Board of Governors acknowledges the Tsimshian people of Kitsumkalum, especially the Laxgibuu Clan on whose traditional territory this meeting will take place.

4.0 ADOPTION OF AGENDA

On the motion made by H. Pond and seconded by G. Randhawa:
"THAT the agenda be adopted as presented."

MOTION CARRIED

5.0 ACCEPTANCE OF MINUTES, January 17, 2014

On the motion made by H. Pond and seconded by T. Euverman:
"THAT the Regular meeting minutes of January 17, 2014 be accepted as presented."

MOTION CARRIED

6.0 BUSINESS ARISING FROM MINUTES:

There was no business arising from the January 17th minutes.

7.0 NEW BUSINESS

7.1 Student Athletics

Denise spoke to this agenda item; discussion with the Vice Chair before meeting, understands that this was on the agenda some time ago, however stated that this has not been a priority with the administration due to being grossly understaffed. We will keep this on the student development agenda and work on it once we have stabilized staff.

7.2 2014 Audit Plan

T. Euverman spoke to the audit plan and asked C. Sousa to speak as well.

On the motion made by T. Euverman and seconded by C. Fielding:

“THAT the Board receives the 2014 Audit Plan for information only.”

MOTION CARRIED

7.3 2014/15 Budget (VP, Finance & Admin.)

C. Sousa reviewed the budget highlighting changes, questions were answered. When this is approved by the board, the detailed budget and summary will be posted to the college portal. The 1% and 2% reductions in budget were reviewed.

T. Euverman stated that C. Sousa and staff are doing an excellent job, thanks to you all.

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

“THAT the Board accepts the 2014/15 Budget for information only.”

MOTION CARRIED

7.4 KPI – Outcome 4 – Proactive and Responsiveness – Community Outreach Report

D. O’Leary VP, institutional Advancement distributed the Community Outreach KPI report as well as emailed it to Board members. The report was reviewed and questions were answered. Denise summarized that we need a thorough analysis of marketing needs in the North. It may take up to 3 years to get your KPIs where you want them. The board will guide staff on what to have in the reports. Herb stated that he has gained more understanding of what we are doing and where we are going after reading these documents. Board Members provided feedback. We need to figure out context of the data; what were the events; there was discussion regarding Houston and NWCC’s involvement with the mill closure.

Denise asked the Board to take 1.5 hours at the April board meeting to have the team present on the KPI plan of action (video and in person).

It was stated that the data collection only reflects administration and staff members, we should include Board Members as well. Each KPI report should represent one year of data, the first report is baseline data.

8.0 COMMITTEE REPORTS

8.1. Executive Committee

H. Pond stated that the executive committee has met in reference to the search for a new president, to review the RFP results for a search firm; we are progressing with these. Questions were asked and answered. What are the criteria for making the selection? We are working from a list provided by VP, Finance & Administration based on directions from the executive committee. We want to build on the successes of the last few years. It should be included that applicants must demonstrate a strong record working with northern remote communities. Once the firm is selected, we hope to have the firm attend a board meeting.

ACTION: Set up a meeting for next week.

8.2 Education Council

R. Riesen emailed his report to the board last night; the document was reviewed, questions were asked and answered.

8.3 Finance and Audit Committee

T. Euverman indicated there was nothing to add after earlier agenda items.

8.4 First Nations Council

D. Petuh provided a quick summary of the last meeting; they are reviewing the Stepping Stones document to identify 3 goals they would like to see accomplished. Hope to tie in with the core review. FNC had their election, P. Michell as Chair, P. Clark as vice.

8.5 Policy Review Committee

The committee has not met yet.

8.6 KPI Committee

No action since last meeting.

9.0 PRESIDENT'S REPORT & ORGANIZATIONAL PERFORMANCE

9.1 Monitoring Report (D. Henning)

9.1 (a) Responsiveness (E-4)

On the motion made by C. Fielding and seconded by R. Berthiaume.

"THAT the Board of Governors approves the E-4 Responsiveness Monitoring Report as presented."

9.1 (b) Budget and Financial Forecasting (EL-5)

On the motion made by C. Fielding and seconded by R. Berthiaume.

"THAT the Board of Governors approves the EL-5 Budget and Financial Forecasting Monitoring Report as presented."

9.1 © Financial Condition (EL-6)

On the motion made by C. Fielding and seconded by R. Berthiaume.

"THAT the Board of Governors approves EL-6 Financial Condition Monitoring Report as presented."

MOTION CARRIED

10.0 CONSENT AGENDA

There were no consent agenda items.

11.0 INFORMATION/CORRESPONDENCE

11.1 Next Meeting

The next meeting dates were summarized.

March 21st in Prince Rupert – H. Pond will be away.

April 25th in Houston – C. Fielding will be away.

12.0 ROUNDTABLE/COMMUNITY REPORTS

R. Berthiaume – saw the media release yesterday, consortium of 7 colleges. Endeavors for us? Started by HR departments to address skills shortage.

C. Fielding – will not be available for April 25th meeting; first day of trades show in Terrace.

G. Randhawa – ANBT last week, very busy. Would be great to have a booth next year. NWCC was a sponsor at the event.

D. Petuh – great to attend a meeting; the community report is going to be very useful for FNC.

T. Euverman – lots happening in Houston; planning is in full-speed. As much help as we can get is appreciated with the mill closure. May 9th is date of closure.

A. Carlick – works for TransCanada now; attended a Terrace chamber event; job fairs coming up and will be in attendance.

R. Wheadon – spent a week in Houston working with staff; they have a fantastic swimming pool. Compiled information that will assist with planning in Haida Gwaii.

C. Morgan – excited about new projects coming up; new opportunities for partnerships – spill response is something we need to work on; environmental assessment.

R. Riesen – excited that we will have a much longer lead-time for time tabling.

D. Henning – working diligently on the transition to Denis Caron. Currently working on the strategic plan year 1 report.

S. Tyers – Terrace and Kitimat having a housing crisis; community forums in terrace and Kitimat on housing; dates: March 18 & 19. College involvement would be appreciated.

H. Pond – we must plan quickly with the major projects; have plans in place immediately.

13.0 In-Camera

There was nothing to add to the In-Camera Agenda so the Board did not have an In-Camera meeting.

MEETING ADJOURNMENT

The meeting was **adjourned** at 10:40 am.

Minute Taker
Ali McDougall

Board Chair Approval
Rhoda Witherly