

Regular MINUTES  
September 19, 2014  
Room 186, Prince Rupert Campus

**ATTENDANCE:**

**Board members:** H. Pond, Chair R. Berthiaume T. Euverman  
P. Mitchell C. Morgan G. Randhawa  
R. Riesen R. Wheadon L. Wilson

**Regrets:** D. Van Dyk R. Witherly, Chair

**Staff members:** D. Caron, President & CEO (Interim)  
K. Clarke, Director of Facilities and Ancillary Services  
G. Gauthier, Vice President Academic & Student Development (Interim)  
S. Johnson, Executive Assistant to the Board of Governors/President's Office  
C. Sousa, Vice President Finance & Administration  
A. McDougall, Executive Officer & Advisor to the President  
D. Stava, Registrar and Director of Institutional Research

**Guest:** K. Burt

**Presenters:** No Presenters

**1.0 Roundtable Introductions**

Round Table Introductions where performed, K. Burt was introduced as the new President effective October 1, 2014.

**2.0 PRESENTATION:**

No presentations.

**3.0** The meeting was **CALLED TO ORDER** at 9:08 AM

**TERRITORY ACKNOWLEDGEMENT.** *Northwest Community College's Board of Governors acknowledges the Tsimshian people of the Allied Tribes of Lax Kw'alaams and Metlakatla on whose traditional territory this meeting will take place.*

**4.0 ADOPTION OF AGENDA**

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

**Change 8.3 IAP 2014 – 2015 to IAP 2013-2014**

**"THAT the agenda be adopted as presented with the small change."**

**MOTION CARRIED**

**5.0 ACCEPTANCE OF NOVEMBER 22, 2013, meeting minutes**

On the motion made by: G. Randhawa and Seconded by: C. Morgan:

**"THAT the Regular meeting minutes of November 22, 2013 be accepted as presented."**

**MOTION CARRIED**

**6.0 ACCEPTANCE OF June 20, 2014, meeting minutes**

On the motion made by: G. Randhawa and Seconded by: C. Morgan:

**“THAT the Regular meeting minutes of June 20, 2014 be accepted as presented.”**

**MOTION CARRIED**

## **7.0 BUSINESS ARISING FROM MINUTES:**

There was no business arising from the presented minutes.

## **8.0 NEW BUSINESS**

### **8.1 Elections (Chair, Vice Chair, Finance and Audit, Policy, KPI)**

The meeting was handed over to D. Stava, Registrar to complete the elections process:

D. Stava read the terms of which members qualify to hold the positions of Chair, Vice Chair, Finance and Audit, and Policy Chair positions; and that once the Vice Chair position is filled, they become the Chair of KPI. Announcement made that student elections have been posted and will be completed one week after voting.

#### **Chair Position:**

Nomination of H. Pond for Chair; by T. Euverman and seconded by: R. Wheadon:

**By acclamation H. Pond is the Chair for the Board of Governors.**

**ALL IN FAVOUR**

#### **Vice Chair Position:**

Nomination of T. Euverman for Vice Chair; by G. Randhawa and seconded by: H. Pond:

**By acclamation T. Euverman is the Vice Chair for the Board of Governors.**

**ALL IN FAVOUR**

#### **Policy Chair Position:**

Nomination of G. Randhawa for Chair; by T. Euverman and seconded by: H. Pond:

**By acclamation G. Randhawa is the Chair for Policy Committee, Board of Governors.**

**ALL IN FAVOUR**

#### **Finance and Audit Chair Position:**

Nomination of D. van Dyk for Chair; by T. Euverman and seconded by: G. Randhawa:

S. Johnson read email stating that D. van Dyk accepts nomination.

**By acclamation D. van Dyk is the Chair for Finance and Audit Committee, Board of Governors.**

**ALL IN FAVOUR**

#### **Key Performance Indicator Chair Position:**

D. Stava read the terms of reference stating that the Vice Chair of the Board of Governors will then hold the Chair position of the Key Performance Indicator Committee.

**ALL IN FAVOUR**

### **8.2 5 (five) Year Capital Plan**

Briefing made by C. Sousa of the 5 year capital plan to be submitted to the provincial government.

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

**“THAT the Board of Governors accepts the 5 (five) year Capital Plan (2015/16-2019/20) as presented by Finance.”**

**MOTION CARRIED**

### **8.3 IAP 2013-2014**

Briefing made by D. Stava on the IAP 2013-2014 report that is to be submitted to the provincial government.

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

**“THAT the Board of Governors accepts the IAP 2013-2014 as presented by D. Stava.”**

**MOTION CARRIED**

## **9.0 COMMITTEE REPORTS**

### **9.1 Executive Committee**

No reports submitted.

## **9.2 Education Council**

No reports submitted.

## **9.3 Finance and Audit Committee**

No reports submitted.

## **9.4 First Nations Council**

No reports submitted.

## **9.5 Policy Review Committee**

No reports submitted.

## **9.6 KPI Committee**

No reports submitted.

## **10.0 PRESIDENT'S REPORT & ORGANIZATIONAL PERFORMANCE**

### **10.1 Monitoring Report**

#### **10.1 (a) EL – 2 Board Duties and President**

On the motion made by: R. Berthiaume and Seconded by: R. Wheadon:

**"THAT the Board of Governors approves the EL2 Board Duties and the President Monitoring Report as presented."**

**MOTION CARRIED**

#### **10.1 (b) EL – 5 Budget and Financial Forecasting**

On the motion made by: R. Berthiaume and Seconded by: R. Wheadon:

**"THAT the Board of Governors approves the EL5 Budget and Financial Forecasting Monitoring Report as presented."**

**MOTION CARRIED**

#### **10.1 (c) EL – 6 Financial Condition**

On the motion made by: R. Berthiaume and Seconded by: R. Wheadon:

**"THAT the Board of Governors approves the EL6 Financial Condition Monitoring Report as presented."**

**MOTION CARRIED**

### **10.2 Institutional Update**

A brief Institutional update report was read by D. Caron.

## **11.0 CONSENT AGENDA**

There were no consent agenda items.

## **12.0 INFORMATION/CORRESPONDENCE**

### **12.1 Next Meeting**

1. October 27, 2014
2. December 12, 2014

### **13.2 Letters**

1. Standards of Conduct Guidelines for B.C Public Sector
2. Taxpayer Accountability Principles for Public Post Secondary Institutions
3. Resignation C. Fielding

On the motion made by: R. Berthiaume and Seconded by: T. Euverman:

**"That the Board of Governors recognizes and thanks C. Fielding for her year of service."**

**ALL IN FAVOUR**

On the motion made by: R. Berthiaume and Seconded by: T. Euverman:

**“That the Board of Governors recognizes and thanks R. Witherly for her years of service.”**

**ALL IN FAVOUR**

On the motion made by: R. Berthiaume and Seconded by: R. Wheadon:

**“That the Board of Governors recognizes and thanks A. Carlick and N. Collison for their years of service.”**

**ALL IN FAVOUR**

Presentations were made by H. Pond thanking the two exiting student representatives, C. Morgan and L. Wilson for their year of service and presenting them with gifts from the Board; also noted gifts will be presented to R. Witherly, A. Carlick and N. Collison for their years of service.

L. Wilson and C. Morgan thanked everyone and gave brief updates on career and continued school goals.

Board Members discussed the call for names and resumes for submission to the Board Resourcing Development Office for future Community Board members. S. Johnson previously emailed the Board a link to apply.

### **13.0 ROUNDTABLE/COMMUNITY REPORTS**

#### **T. Euverman - Houston**

The sawmill is now shut down, NWCC has been instrumental in offering programs for the community during the shift of closing mill. Housing sales are going up, it's a great time to join the community.

#### **R. Wheadon – Haida Gwaii**

The Early Childhood education program started ,the community would like more courses like this in the Haida Gwaii area. The Educational Advisory Committee meets next week.

#### **P. Michell - Moricetown**

Moricetown is having a strategic planning meeting next week to address the housing and social needs of the community. I-count (new high school program) is now a province-wide program and is very beneficial.

#### **R. Berthiaume – Rupert/Terrace**

A new instructor started in Prince Rupert with the oceanography program, the natural resources program was introduced with a strong first nations' component. We are looking to expand the Freda Diesing program to the Haida Gwaii area. We would also like more online courses that will engage students in our area. Bridging the CCP program to compliment the science and art programs. We are also working jointly with UNBC on planning for full nursing, social work and bachelor of education programs. We have begun preparation of a pre-engineering project with other rural colleges.

#### **R. Riesen - Rupert**

We are doing better offering students full ensembles of courses in class and online. Thanks should be given to the students on being engaged in the college, eg. SSW courses are now being offered here in Prince Rupert, via video, because the students requested and saw a need for the program in the area. The students need to acknowledge their power within the college

Break 10:35 AM

### **14.0 In-Camera**

The Board of Governors moved in-camera at 10:45 AM

**15.0 MEETING ADJOURNMENT**

The meeting was **adjourned at** 11:24 AM

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**Recording Secretary**

Sophia Johnson

Date: \_\_\_\_\_

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**Board Chair Approval (Chair)**

Herb Pond

Date: \_\_\_\_\_