

Regular MINUTES

February 24, 2015

Room 208, Waap Sa'mn, Terrace Campus

ATTENDANCE:

Board members:	H. Pond, Chair	T. Euverman	D. van Dyk (tele)
	P. Michell	G. Randhawa	R. Riesen
	D. Magee	R. Wheadon	S. Verblac
	K. Burt, President & CEO	P. Bjorn	R. Berthiaume (tele)
	D. Sanghera (tele)	L. Praught (tele)	
Staff members:	G. Gauthier, Vice President Academic & Student Development (Interim)		
	L. Payjack-Mohler, Executive Assistant to the Board of Governors/ President's Office (Note Taker)		
	K. Clarke, Director of Facilities and Ancillary Services		
	R. Hidber, Director, Finance		
Presenter:	D. Stava, Registrar, Director of Institutional Research		
Regrets:	C. Sousa, Vice President Finance & Administration		
Guests:	J. Pierce, Audit Team/Partner, Vohora & Co.		
	K. Vohora, Audit Team/Manager, Vohora & Co.		

It was announced that Dr. Jim MacDonald, a Community member and former NWCC employee, passed away; stories were shared. A moment of silence was held in his memory.

1.0 ROUNDTABLE INTRODUCTIONS occurred.

2.0 TERRITORY ACKNOWLEDGEMENT: Northwest Community College's Board of Governors acknowledges the Tsimshian people of Kitsumkalum, especially the Lax Gibuu Clan on whose traditional territory this meeting will take place.

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

4.0 ADOPTION OF AGENDA

On the motion made by: G Randhawa and Seconded by: S. Verblac:

"THAT the agenda be adopted with the addition: Interim Spending (motion)."

MOTION CARRIED

5.0 Oath of Office

The Oath of Office was conducted for P. Bjorn, D. Sanghera and, L. Praught. H. Pond provided an overview of the fiduciary and legal responsibilities of Board members.

J. Carlick-Pearson has declined her appointment to the Board due to her commitment as a School Board Trustee.

6.0 CONSENT AGENDA

There were no consent agenda items.

7.0 ACCEPTANCE OF DECEMBER 5, 2014 MEETING MINUTES,

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

"THAT the Regular meeting minutes of December 5, 2014 be accepted as presented."

MOTION CARRIED

P. Michell arrived at the meeting.

8.0 BUSINESS ARISING FROM MINUTES:

8.1 Tuition

K. Burt provided an overview. There is a standing motion that was passed at the Regular meeting on May 22, 2012: The motion was read: “The Audit and Finance Committee meeting recommends to the Board that they implement a policy: tuition be increased yearly by the maximum legislated amount; to be reviewed prior to the 16/17 fiscal year and every 4 years thereafter.”

D. Stava was invited to speak to the topic to provide a comparison of the tuition province wide.

While awaiting the paper document for the presentation, the meeting moved forward to the next agenda item. The discussion continued following section 8.2.

J. Pierce and K. Vohora, Audit team left the meeting.

8.2 Adult Basic Education (ABE) Lobbying (Board Ad-hoc Committee)

K. Burt summarized the Government’s one time, year-end funding that was recently received; the funding will allow institutions to find their stride and review the current funding changes. G. Gauthier provided a summary of the review of the Career and College Preparation (CCP) Program (also known as ABE provincial review) and the bridging program approach. Across the Province the approach is varied, some institutions have begun charging fees effective January and other institutions, including NWCC, are currently reviewing this. NWCC has a challenge as we are resource based and thus experiencing economic swings, this is different from larger cities which can rely on international student intake.

Ad-hoc committee member S. Verblac summarized the work of the Committee which included discussion of how important the CCP program is and the importance of completing Grade 12 as a foundation to success.

P. Michell further added that there is high attendance in the Program by First Nations students due to the residential schools and support for this group hasn’t been addressed specifically.

8.1 Tuition (revisited) (D. Stava)

D. Stava summarized the (circulated) documents and answered questions. The summary included data for Selkirk College, it was noted and explained why these figures are not a fair comparison to the other institutions listed.

Question: How are the mandatory fees based?

Answer: These are assessed per course.

Question: Is it variable?

Answer: Yes, it is based on courses and program.

An application fee would be separate.

Question: Are the mandatory fees subject to the 2% increase?

Answer: Yes they are.

The shop fee was briefly discussed; this would be specific to program costs not in a mandatory fee.

Question: Canadian Federation of Students (CFS) is affected by the increase?

They are collected by the local chapter and this is covered by their Bylaws and is voted on. This doesn’t affect the fees ceiling of NWCC.

8.3 Committee Assignment

ACTION: Please let H. Pond/L. Payjack-Mohler know which Committee you are interested in being a member of. This will be discussed further in the Orientation Session.

9.0 PRESENTATIONS

9.1 Winter Enrollment Report (D. Stava)

A report was circulated and summarized. Between the Fall and Winter enrollment the retention rate is 87% overall; the programs were highlighted.

Question: How do we get 150% retention rate?

Answer: This is achieved by signing up for Winter enrollment in January.

Question: NWCC has received funding within the Aboriginal Service Plan (ASP) for a number of years, is this included in the charts here?

Answer: Yes, if it is offered as a regular program. If it is offered through Workforce Training then it is not reflected in this summary document.

Trades is a strong program, we will know at end of the fiscal year when we do the count for this program.

We accept applications and students into the Trades and Nursing program starting April 1, which is the anticipated date for registration to open.

Question: Development Program – loss of registration over the years, what programs fall into this?

Answer: CCP and English as a second language.

The Test Drive Initiative was discussed, marketing needs to be increased to ensure greater student involvement.

H. Pond provided a closing comment, it is our job on the Board to receive the reports, contemplate as a Board what we can bring or contribute as added value and not to focus on the work of the professional (administrative) staff.

Break 10:19 to 10:30 am

An overview of the remaining agenda items was provided.

10.0 NEW BUSINESS:

None.

11.0 COMMITTEE REPORTS

11.1 Executive Committee

H. Pond provided a verbal summary.

11.2 Education Council

R. Riesen provided a report which was circulated and summarized.

11.3 Finance and Audit Committee (D. van Dyk)

i. Budget Process

Staff are working on a series of initiatives for the overall budget, they will be bringing this back to the Board. The two items for Board approval are: fees and the budget. The timing and schedule was discussed at the Committee meeting; an additional Board meeting may be required.

K. Burt provided input. Because of the late notice from the Ministry and additional information expected, there are some assumptions related to the revenue side; we are continuing to work on both the revenue and expense side.

Question: Did you say (K. Burt) that you are forecasting cuts?

Answer: Yes.

ii. Audit Plan

The standard audit plan was presented at the Finance & Audit Committee meeting on February 23. Each year the audit focusses on one area, this year it will be capital assets.

A summary was provided, the current budget year ends March 31, 2015, as the Board will not be meeting prior to March 31st, a motion is required to allow the spending to continue into the new fiscal year. This was discussed at the Finance and Audit Committee meeting:

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

“THAT a recommendation be made to the Board to allow management to spend up to 25% of the 14/15 Budget in the interim prior to the approval of the 15/16 Budget.”

MOTION CARRIED

Question: Was this done last year?

Answer: No, a motion was not required last year as the budgets were approved by year end, so this was not required.

Question: Surplus, did they discuss this amount?

Answer: This was discussed, \$1.3M accumulated surplus to manage some of the staffing actions.

The accumulated surplus is built up over years; it is a historic account that has clear restrictions on how it can be used.

11.4 First Nations Council (P. Michell)

P. Michell provided a verbal report. Work is currently underway to revive the Aboriginal Cultural Knowledge Advisory Committee (ACKAC).

10:49 am D. Sanghera left the meeting.

There was discussion of the current student demographics at NWCC, First Nations students currently enrolled at NWCC rose from 35% to 49%.

Questions: Looking at the historical registration data, is there a decrease in the number of First Nations students? Has the number of First Nations students increased or overall registration decreased, thus showing an increase in FN students?

Answer: These are the numbers that are presented at First Nations Council.

ACTION: K. Burt will follow up with D. Stava to confirm the number comparison within the registration and demographics.

11.5 Policy Review Committee

No activity.

12.0 PRESIDENT'S REPORT & ORGANIZATIONAL PERFORMANCE

K. Burt provided a verbal summary of:

- Projects including the boiler work, camp residence, and Terrace Trades Building renewal along with the associated time lines.
- Government updates including the recent visit of Minister Wilkinson and the \$171k funding announcement for trades equipment; two Ministry letters received: 1) regarding the Mandate Planning for 2015 and shared services, and 2) acknowledgement of NWCC meeting the 2013-14 planning targets.
- Personnel: there are two searches in progress, an update and the challenges particularly due to wage cap were summarized. Administrative salaries have been frozen for 5 years, so this is a challenge in recruiting.
- Partnerships: A signed Memorandum of Understanding (MOU) with the Tahltan and Schools; School District 82 and the expansion of the ACE-IT/Grade 13 Trades Training Programs is in the discussion stage to develop an MOU/partnership.
- Strategic Plan review is currently in progress.

13.0 INFORMATION/CORRESPONDENCE

13.1 Next Meeting: April 17 in Smithers.

13.2 Meeting schedule 2015/2016: Provided for information.

13.3 Resignation of Community Member, G. Randhawa

G. Randhawa was acknowledged for his 3 ½ years serving on the Board. A certificate and gift was presented. Best wishes as he continues his role as City Councilor for the City of Prince Rupert.

14.0 ROUNDTABLE/COMMUNITY REPORTS

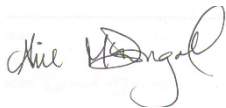
None

15.0 MEETING ADJOURNMENT

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

The meeting moved into the **Orientation Session.**

The meeting then moved into the **In-Camera session** at 12:25 pm.



For: _____

Recording Secretary

L. Payjack-Mohler

Date: April 17, 2015



Board Chair Approval

H. Pond

Date: April 17, 2015