



BOG REGULAR MINUTES
September 27/2019
CMTN Prince Rupert Campus

ATTENDANCE:

Board members: N. Halbauer E. Dusdal S. McPhail
Board Chair J. Kohlman D. Smith
D. Try D. McKeever D. McRae
Vice-Chair M. Denton C. Ollenberger

Regrets: J. Wesley
K. McMurray

Staff members: M. Doyle, VP Corporate Services
L. Waye, VP Student Services & International
K. Quibell, Executive Assistant to the Board of Governors/Presidents Office

Presenters:

1. The meeting was **CALLED TO ORDER** at 8.30AM and Territorial Acknowledgement by N. Halbauer, Chair.
2. **Swearing in Ceremony** – J. Kohlman and D. McKeever sworn in by N. Halbauer, Board Chair.
Table welcomed the newest Board Members.

3. Roundtable Introductions – All

4. ADOPTION OF AGENDA

On the motion made by D. Smith and seconded by S. McPhail:

“THAT the September 27, 2019 Regular Agenda be adopted as presented.”

All in Favor

MOTION CARRIED

5. ACCEPTANCE OF June 13th, 2019 Board Regular Meeting Minutes

On the motion made by E. Dusdal and seconded by D. McRae:

“THAT the Regular meeting minutes of June 13th, 2019 be accepted as presented.”

All in Favor

MOTION CARRIED

6.0 PRESIDENT'S UPDATE – J. Kohlman

Measurements for Strategic Plan –

Board members are presented with envelopes containing three items from the President's report. Each member is to decide which item of the three is most important to them.

Roundtable discussion on the items and topics that most excite the Board members.

7.0 PRESENTATIONS – Introduction by L. Waye

7.1 Strategic Update – C. Nolan

Learning by experiential training and how hands on makes a difference on retention of information.

Sharing information on the measures for the Board.

CMTN Learning Symposium held on Oct. 26th/27th, 2019

7.2 CMTN Video List – S. Zimmerman

CMTN now has a new videographer who is working on capturing all of the different happenings on each campus.

Our goals have been achieved around the new website, strategic plan and moved forward from producing institutional videos to now being able to tell individual stories.

CMTN YouTube Channel now available. This shows the recent videos and consistently posting new videos. This is a good resource to inform communities about courses and events that provides us with promotional and advertising ability.

S. Zimmerman presented videos on CMTN field schools for the Board.

Discussion on CMTN social media and steps to move forward.

7.3 CMTN Indigenization Update – A. McDougall & B. O'Brien

2019 Draft Document Continuation of the 2017/18 Document that was discussed at the Futures Committee meeting on Thursday, Sept. 26th meeting.

This document lays out what CMTN is doing to support Truth & Reconciliation and UNDRIP.

The table acknowledges that connecting and growing the student's knowledge of their rich past.

B. O'Brien informs the Board of the cultural awareness training for staff that has taken place and still offered in future that also includes an on-line course as well as workshops.

7.4 Enrolment Report – S. Salem

Update on Student enrolment at CMTN. The first day of the year went well at the Registrar's office due to good organization and tightening up of instructors timetables.

Overall registration numbers for Sept. 2019 looking very good. Trending out of a decline for Work Force Training.

Comparison reports between campuses and courses.

Enrolment trend by population information and discussion.

350 total amount of student cap for international (give or take 25 dependent on program offerings), twelve countries are currently represented. We have been able to learn from other institutions in order to be sustainable.

CMTN is 97% domestic which is an important narrative to get out to communities for information.

New International Advisor position has joined the Registration office.

Decline of high school enrollment and graduation in the region.

Recruitment needs to be focused on the place/area where we are recruiting to.

It is noted that one-third of Academic programs are international students.

Discussion

7.0 PRESENTATIONS Cont. –

Closing Presentation Remarks – L. Waye

Final words on strategic enrolment management (SEM) plan. There have been visits to high schools earlier in the year which helps to generate questions from students as well as perspective of what their needs are and what CMTN can offer.

CMTN currently has four domestic students in Masset enrolled in the business course.

8.0 BUSINESS ARISING FROM PREVIOUS MINUTES

8.1 Board Retreat Update – D. Try

Oct. 21st - Board Retreat held at Yellow Cedar Lodge starting at 1pm (snacks provided). Presentation by Lily Seto “Fierce Conversations” and an evening dinner for the Board that will include discussion on the President hiring process.

Oct. 22nd – All Day Watson Presentation on “The Strategic Board” with dinner speaker Maynard Angus (Yellow Cedar Lodge).

Calendar Invitations will be sent out for information.

Watson and Fierce Conversation presentations will be sent out for BOG information. Sent out by D. Try. Survey on Board members on what they would like to get out of the retreat.

Action: Fierce Conversations presentation and Watson presentations to be sent out to Board for their information and review.

Executive and Staff – Email survey of what they think the Board should get out of the retreat.

Schedule for upcoming Board committee meetings to be noted.

8.2 LIBRARY UPDATE – M. Doyle / Colin Elliott

Colin start August 21st 2018 and the flood was August 22nd. Discuss process and indigenization and where we are with the plans. Waiting on the costs of the project and where we are at with funding at the time.

There was a lot of consultation that included a large variety of groups.

CMTN has hired Stantec as the architect and Arris Design for the interior.

C. Elliott provides a breakdown of library space pre-flood and then the new plans.

Noted the use of Indigenization space that are in the new library plans.

CMTN is currently lobbying Government for the funding for the library space.

9. COMMITTEE REPORTS –

9.1 Executive Committee & Chairs Report – N. Halbauer

Discussed Sept. 27th/19 Board meeting agenda.

New Interim President in place.

N. Halbauer – Attended the Indigenous Board Member Circle in Vancouver with Minister Mark. Meeting centered around how each organization is doing with Indigenization. CMTN still needs to have our messaging out in community on how well CMTN is doing on Indigenization of Advanced Skills and Training.

9.2 Education Council – D. McKeever

D. McKeever now back as EdCo Chair and Reto Riesen is again EdCo Vice-Chair. The table welcomes D. McKeever back to the CMTN Board table.

A written report was provided for table that included:

- Curriculum Management Software rollout still underway.
- Student EdCo and Board Election procedures updated.
- New bylaws for Education Council have been approved and are now posted online.
- English requirements for international students listed on CMTN website and tests that are accepted, this also includes the standard TOEFL.
- Rwanda now considered a country as English as a first language.
- Several policies coming forward and are in progress including Transfer Credit Policy.
- Student elections have been extended to September 27th/2019 this term.

9.3 Finance & Audit Committee – E. Dusdal

Will have meeting prior to the Dec. 6th meeting.

9.4 FNC – A. McDougall for C. Guno

FNC first meeting of the year held on Sept. 20th and 15 members attended. Indigenization at CMTN booklet is a huge change for FNC and how the committee views the College.

Legislation must be changed in order to have FNC chair vote at BOG table. CMTN is one of the only institutions that have an FNC. Table agrees that they must continue on trying to change this.

9.5 Policy Review Committee

Committee met Thursday, Sept. 26, 2019

The Committee reviewed the following EdCo policies and recommend that the Board approve the same:

Motion –

On a motion made by E. Dusdal and seconded by M. Denton:

'TO approve EDU-005 Scheduling Policy changes as recommended by the Board Policy Committee'.

All in Favor

MOTION CARRIED

Motion -

On a motion made by S. McPhail and seconded by C. Ollenberger:

'TO approve EDU-006 Transfer Credit Policy language changes as recommended by the Board Policy Committee'.

All in Favor

MOTION CARRIED

Motion -

On a motion made by D. McRae and seconded by M. Denton:

'TO approve EDU-018 Granting of Credentials Policy changes and amend the credit calculation from 45-60 hours to 30-60 hours as recommended by the Board Policy Committee '.

All in Favor

MOTION CARRIED

9.6 Futures Committee – M. Denton / S. McPhail

Futures Chair thanked everyone that attended the meeting held the evening of Thursday, Sept. 26th, there was great discussion and input from everyone.

The main narrative was based around decolonization and work that has been done at CMTN to ensure safe and culturally aware learning and how to move forward.

Motion –

On a motion made by M. Denton and seconded by D. Try:

‘TO review education for the CMTN Board and Staff and have two different sections including indigenous and non-indigenous parts of training.’

All in Favor

MOTION CARRIED

Motion –

On a motion made by D. Try and seconded by M. Denton:

‘TO have a volunteer to represent BOG on EdCo’.

Noted that D. Smith has volunteered

All in Favor

MOTION CARRIED

Action:

D. Smith will be the CMTN Board of Governors representative on EdCo Committee.

10.0 INFORMATION / CORRESPONDENCE –

10.1 Next Meeting held on December 6th/2019 at the CMTN Terrace Campus. This will be a joint meeting with FNC and is scheduled to start the afternoon of Dec. 5th and conclude the morning of Dec. 6th. A Christmas luncheon will be served for both Board and FNC from noon to 1.30pm. After lunch everyone will move to the joint FNC/Board meeting.

Table agrees the need to establish an agenda and what we would like to accomplish at this joint meeting.

10.2 Ken Burt - Farwell Comments

K. Burt’s final comments document is well received by Board and he is thanked for his service as CMTN President.

11.0 ADJOURNMENT

On the motion made by D. McRae and seconded by E. Dusdal:

“THAT the Board adjourned the Regular portion of the meeting.”

The regular board meeting adjourned at 11.41AM.

Recording Secretary

Kimberly Quibell

Date:

Board Chair Approval

N. Halbauer

Date: