



CMTN Board REGULAR MINUTES

Date: Friday, April 8/2022

Time: 11AM

ATTENDANCE:

Board members: Nicole Halbauer, E. Dusdal D. McKeever
Chair D. Smith R. Riesen
David Try, J. Wesley L. Waye
Vice Chair D. McRae
S. McPhail M. Denton

Regrets: P. Michell

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

1. The meeting was **CALLED TO ORDER** at 11 AM with Territorial Acknowledgement by N. Halbauer, Board Chair.
2. **ROUNDTABLE INTRODUCTIONS and Swearing in of Sheena Horner & Maria Soliman Student Board Members**
The board welcomes both new members to the table.
3. **ADOPTION OF AGENDA**
Addition of President Hiring Update – Business Arising, agenda item #6.3 M. Doyle
On the motion made by D. Try and seconded by M. Denton:
“THAT the April 8, 2022 Regular Agenda be adopted with noted additions”
All in Favor **MOTION CARRIED**

4. ACCEPTANCE OF January 14, 2022 Regular Meeting Minutes

On the motion made by M. Denton and seconded by S. McPhail:

“THAT the Regular meeting minutes of January 14, 2022 be accepted as presented.”

All in Favor

MOTION CARRIED

5. PRESENTATIONS

5.1 Intersession & Fall Registration Update – Dr. Titi Kunkel & Heather Bastin

Power Point Presentation

- Registration breakdown broken down in to international and domestic.
- Comparisons provided as information for board.
- Still registering students until the end of August 2022 and we will have a true number of Registrations after that.
- Targets set for international student FTEs and realistic growth CMTN can expect.
- Dual credit offerings
- Pr. Rupert campus open house event on April that will also be on CFNR.
- Encouraging domestic students to come back to school and back to the campus especially the Freda Diesing program.

5.2 Good News Stories – Dr. Laurie Waye & Heather Bastin

Power Point Presentation

- Very successful International Women’s Day Event on March 7th, 2022 at CMTN Long House.
- Matthew Beedle, CMTN Instructor was the recipient of West Coast Teaching Award also noted that Dave McKeever was also nominated for this award. The CMTN community is very proud of both instructors.
- Run down on CMTN social media.
- Very excited that the Board now has two student representatives.

6.0 Business Arising from Regular Minutes

6.1 Q3 Update – M. Doyle

Presenting the Q3 numbers for the end of Dec. 31/2021 that were included in the package for Information.

Surplus of just over \$4 million dollars and will have a surplus to contribute to our student housing and Spruce

Expenses are near the end of the fiscal (i.e. hydro) but do anticipate a surplus at the end.

6.2 Budget Approval – M. Doyle

Draft consolidated budget included in board package approx. with 4.4% increase as invested in CMTN and growing.

Always want to invest in the college and put forward the proposed budget

Heavily subsidized by the Government

M. Doyle provides a breakdown of the budget for the table.

Discussion at table

On a motion made by E. Dusdal and seconded by M. Horner;

“TO accept the draft consolidated budget as presented.”

The motion is passed with one (1) abstention

MOTION CARRIED

6.3 CMTN President Hiring Update – M. Doyle

Update on recruitment process for the CMTN President position. Hire committee met yesterday (Thursday, April 7) and are following the Collective Agreement language process.

At the moment creating the job posting.

The meeting went well and the committee includes Board Members Shannon McPhail, Mary Denton and Board Chair as well as reps from each of the unions as this is an open and collaborative process.

Draft posting currently suggestions are being put forward in to that posting and then will try to have a meeting each week.

The position is posted internally for 5 days as per collective agreement and then it will be posted out.

Decided not to go to a recruiter and/or head hunter firm for this process as the cost would be \$60-\$70K.

Do feel that we will get excellent candidates both internally and externally moving forward.

7.0 PRESIDENT'S REPORT – L. Wayne

7.1 President's Update

A written report was provided by Laurie Wayne included in the board package.

Highlights included:

- Student heading have celebrations of coming back to in person education as well as field schools.
- In person convocation.
- 82 convocating at Pr. Rupert campus so hosting at the Lester Centre of the Art
- 216 convocating at the Terrace campus
- Balanced budget
- 18 new employees
- Regional Health advisory councils and CMTN joined the LIP in Terrace Federal program to welcome new comers to local communities and LIP is the 77th in Canada and one of the first rural LIP.
- Looking at providing a cohesive welcome to new comers and aligned with the immigration strategy.
- Offer a farewell feast next Wednesday in the Long house. A number of student engagement activities.
- Golf scramble in Terrace and Smithers scheduled now for September 2022. Date will be announced shortly.
- Federal Budget shared yesterday and not to be considered an education budget but there is a focus on applied research and green economy. Also an investment in international visas.
- Smithers and Pr. Rupert looking for approximately 25 beds.

Break for lunch Noon to 1pm

8.1 Strategic Plan Update – T. Kunkel

Power Point Presentation

- Breakdown of Department Action Plans (DAPs).
- Focus on the three most achievable goals from January for three months.
- Strategic Map

6. COMMITTEE REPORTS

6.1 Executive Committee

- A short update was given by N. Halbauer
- Thank you to Dave McKeever for his years of service as the EdCO chair, the board will miss him.
- Convocations coming up at CMTN and if you plan on attending please let Board Secretary know ASAP.
- Minister Kang will be attending the May 24th Marine Classroom Announcement in Pr. Rupert.
- CMTN Team did a fantastic job of organizing the International Women’s Day event.

6.2 Education Council – D. McKeever

- EdCO Chair’s report – written report provided in board package.
 - Managed to get student board member positions filled.
 - Two new courses for Engineering.
 - Fall Reading break
- Program Review Policy –
Combine the seven programs in to one motion. Technically not cancelling but discontinued.
Motion:

On a motion put forward by D. Smith and seconded by M. Denton:

“THE Education Council of CMTN recommends that the CMTN Board of Governors approve the discontinuation of the seven programs as presented.”

Approved by consensus

Program Review Policy –
Bring more in-line with the Ministry of Educations guidelines.
On a motion made by D. Try and seconded by E. Dusdal:

“THE Education Council of CMTN recommends that the CMTN Board of Governors approve the Program Review Policy as presented.”

Approved by consensus

MOTION CARRIED

6.3 Finance and Audit Committee – E. Dusdal

The Committee met on March 29, 2022 to discuss the budget and Q3 results that were put forth as a recommendation that was approved at table today. Next meeting in early May to discuss year-end financials.

6.4 First Nations Council – P. Michell (not in attendance)

6.5 Policy Review Committee – D. Try

The CMTN Board Policy & Bylaw Committee met on Mar 29th. The Committee reviewed the policies noted below, and recommends that CMTN Board consider and approve the following changes.

1. Revisions to the Program Review Policy - *Recommend Board approve changes*
2. Discussion of next steps – Policy Committee has now completed a review of all Board policies up to the final section - **Executive Limitations**. This final section is significantly out of date, and requires a re-write, not an update/edit. Laurie will engage a professional to create a draft set of policies in this area for Policy Committee consideration
3. The Policy Committee will review its TOR at our next meeting.

Board Policies are located - <https://www.coastmountaincollege.ca/about-cmtn/policies-and-procedures/college-board>

7 INFORMATION/CORRESPONDENCE

7.1 Next Meeting June 17th/2022 joint meeting with First Nations Council. Venue will be at Terrace campus in person and 10am to 2pm will be the joint meeting with FNC and the board meeting will be held after that.

8 MEETING ADJOURNMENT

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

“THAT the Board adjourned the meeting.”

The meeting was adjourned at 1.36PM.

Recording Secretary

Kimberly Quibell

Date:

Board Chair Approval

N. Halbauer

Date: