



**CMTN Board REGULAR MINUTES**  
**Friday, January 14<sup>th</sup>/2022 via Blue Jeans Video Conference**  
**9.30AM to 1PM**

**ATTENDANCE:**

**Board members:** Nicole Halbauer, E. Dusdal D. McKeever  
Chair D. Smith R. Riesen  
L. Waye D. McRae C. Ollenberger  
M. Denton P. Michell

**Regrets:** J. Wesley, D. Try,  
S. McPhail

**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

**Presenters:**

1. The meeting was **CALLED TO ORDER** at 9.32AM and Territorial Acknowledgement by N. Halbauer, Chair. This will be the last meeting for C. Ollenberger and the Chair thanks Carla for her service over the past three years.

2. **Roundtable Introductions - All**

3. **ADOPTION OF AGENDA**

On the motion made by D. Smith and seconded by M. Denton:

**“THAT the January 14, 2022 Regular Agenda be adopted as presented.”**

**All in Favor**

**MOTION CARRIED**

4. **ACCEPTANCE OF October 22/2021 Regular Meeting Minutes**

On the motion made by D. McRae and seconded by M. Horner:

**“THAT the Regular meeting minutes of October 22/2021 be accepted as presented.”**

**All in Favor**

**MOTION CARRIED**

## 5. PRESENTATIONS

### 5.1 Contact North Update – L. Wayne

#### Power Point Presentation

At present, of the 28 communities and organizations listed, 21 are at various stages of participation. Nineteen Access Centre's are either open for business or in the process of hiring staff to prepare to open.

Have expanded student support offerings this year to include both Career and Academic Supports:

1. New: Paid short-duration professional work projects (Riipen Level UP).

Students select a project from the website, individually or in small teams. Employers work with students. Projects require about 80 hours spread out over the term. Once complete, each student receives \$1400.

Eligibility: Contact North Students. All CMTN students (must be a Canadian Citizens or Permanent Residents)

2. New: Online mentoring (Ingli)

Students pose questions about their future professional aspirations and how best to achieve them academically. The questions are connected to multiple employers in the students' field of interest and they respond. Also, a good opportunity for networking for future employment.

Eligibility: Contact North Students. All CMTN students.

3. Online on demand tutoring. (TutorMe)

Anytime, day or night, in over 300 subjects, students can ask for tutoring help and will get a live tutor in about 30 seconds of request. Students have 2 hours of access per week.

Eligibility: Contact North Students. All CMTN students.

4. Classroom based real world projects (adopted by instructors) (Riipen)

CMTN did this last year. Instructors select projects from a database of projects, as part of their courses. Students team up a do the projects with mentorship from the instructor and the employer.

Eligibility: All CMTN faculty and students

At present, a total of 85 students have registered, for one or all, of the career and academic supports.

Moving forward, we meet monthly with the Ministry of Advanced Education, Skills and Training to review project progress, and to discuss and strategize how this pilot project may continue and or expand in the future.

### 5.2 Good News Story Round-up – J. Hogg

Link to J. Hogg's presentation:

<https://express.adobe.com/page/I1dGlgheAlpOk/>

- Outside recognized sources and the impact of those stories.
- Stories picked up by other social media outlets and the reach that those mediums provide.
- CMTN Newsroom upcoming and current stories highlighted.

### 5.3 Registration for Winter Semester – T. Kunkel / T. Nuyten

#### Power Point Presentation

- Registration is open while some programs did start Jan. 4<sup>th</sup> most started January 10<sup>th</sup>, 2022.
- CMTN Stable enrolment date is January 22, 2022.
- The data presented to board will change after the January 22nd stable enrolment date.
- Student demographic breakdown provided.
- Student location by campus (breakdown).
- International registration.

Discussion and Questions at table

Noted Question: Distribution domestic vs. international by program and how many students are in the different programs.

**Action:**

**Information on CMTN distribution domestic vs. international by program and report at the next board meeting - T. Nuyten**

**Action:**

**Send out presentation to board for information – Board Secretary**

#### 5.4 CMTN Financial Update – M. Doyle (Q2 Attachment)

- The most important stats are year over year as we try to keep expenses in-line and staffing numbers are fixed. We are fortunate that we have similar numbers year over year to enable predictions of where we will be.
- The bottom number is the most important and we do have a surplus at the moment.
- Many of the expenses are near the end of the year in Q3 and Q4 so when you look at the Q2 numbers you compare to the Q2 of the previous year. At this point there is a difference to the positive at this period of time compared to this time last year. Several of the expenses will be happening in Q4 with possible and probable refunds through international students.

As a reputable school we are always ensuring that we provide refunds if students are not able to attend CMTN. Our biggest cost is for our international agents as this is a very good way to find students for CMTN. These costs are paid after Q2.

Questions and Discussion at table:

Q:

Can you provide an idea percentage wise where we are actually at because if there are refunds the data is out of date.

A: M. Doyle

The way the board meetings are organized in order to do previous numbers we don't receive the numbers in time so we are always a little behind for our board meetings. We are still in very good shape even with the refund possibility with that we are looking at approximately \$500K over where we were last year and still in very good shape. Still looking at a possible surplus the same as last year.

CMTN tries to keep our international student numbers at 240 which is a very rough estimate of what we need.

#### 6. PRESIDENT'S REPORT – L. Wayne

##### Power Point Presentation

L. Wayne provided an update at table that includes:

- Omicron response information.
- Student housing occupancy update.
- Study Abroad program in collaboration with Yukon University.
- Welcome back to Hyeyoung Kang who has rejoined us as the Manager of Student Recruitment.
- Lo-Fi Nursing simulation lab.
- IT continues its strong support of our DL demands and ensures our safety in terms of security.
- Internal processes -
- Staffing update – 16 new employees
- Equity, Diversity, and Inclusion – Statement of work has been drafted and will go to PC for discussion.
- President's Speaker Series (pilot) dates now set
- Questions and Comments at table

The Board Chair thanks L. Wayne for her presentation.

Questions at table:

Q:

Housing – have we shut down old housing and strictly relying on new housing.

A: M. Doyle – Due to Spruce construction each of the old dorms are full with staff the dorms are being used fully and we are fortunate that we hadn't demolished but they will need to be demolished very soon as they are continuing to flood due to the age of the buildings. If the building was not that full of staff and pods we would be using them for students but we haven't had that problem. We only have half of the beds that we had requested for funding.

Five-year capital plan does have student housing for Prince Rupert.

**Action:**

**Provide information on Terrace Student Housing numbers domestic vs. international for the next meeting – M. Doyle**

## 7. COMMITTEE REPORTS

### 7.1 Executive Committee & Chair's Report – N. Halbauer, Chair

- Executive committee met on January 5/2022.
- Noted that two of the Board Members will be transitioning out at the end of their terms.
- COVID continues to be the main topic at meetings.
- Student Board Members are still being recruited but engagement has been poor.

### 7.2 Education Council – D. McKeever, Chair

#### Written Report Provided in Board Package

Student engagement on Board and EdCO we are diligently working on this and have created a document that will become an introduction to the position. Two elections were run. Working with Michelle Cook and Tracy Woodburn to get a plan together and end of January election will be run. Hopefully by the next board meeting we will have students on the board.

- Curriculum and course program update.
- Academic misconduct policy has been worked on and a new policy will be forthcoming.
- Looking at a policy on micro-credentials.
- Curriculum Indigenization is a standard agenda item.
- Chair thanks to EdCO for work on the student representation.

### 7.3 Finance and Audit Committee – E. Dusdal, Chair

Nothing to report for this meeting. A draft budget will be presented at the April meeting.

### 7.4 First Nations Council – P. Michell, Chair

FNC have not met since last board meeting and one scheduled for end of January 2022 will focus on stepping stone document.

Thanks to Laurie Waye for excellent report on Contact North that is also a priority for FNC to encourage local communities to take advantage of this opportunity.

### 7.5 Policy Review Committee – D. Try, Chair

Nothing to report at this time.

### 7.6 Futures Committee – M. Denton/S. McPhail, Co-Chairs

The committee have not met since the last board meeting but everyone was very impressed with the workshop that Bridie presented. Look forward when we can meet again.

## 8. INFORMATION/CORRESPONDENCE

### 8.1 Next Meeting scheduled for April 8<sup>th</sup>/2022 Joint with FNC (venue TBC)

## 9. MEETING ADJOURNMENT

On the motion made by and seconded by M. Denton and M. Horner:

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

The Board Regular portion of the meeting was adjourned at 11.27AM.

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**Recording Secretary**

Kimberly Quibell

Date:

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**Board Chair Approval**

N. Halbauer

Date: