



Northern Lights College Board Meeting

December 14, 2011 – 8:30 AM

Dawson Creek Regional Board Room

Or by Videoconference: DC Regional Board Room/ FN Room 132

(Teleconference 1-800-747-5150; Code 5297097)

MINUTES

PRESENT:

E. Leer, Board Chair

K. Simpson, Vice-Chair (9:13 am)

W. Normandeau, Board Member - VC

J. Napoleon, New Student Board Member - TC

L. Sabulsky, Board Member - TC (9:15 am)

S. Bassett, Board Member – Support Staff

J. Kurjata, New Board member

R. Zeunert, New Board member

L. Rancourt, NLC President & CEO

P. McClelland, NLC Education Council Chair - TC

C. Ravelli, NLC Director, Board & Executive Operations

ABSENT:

M. McPhail, Board Member

(TC=Teleconference/ VC=Videoconference)

1. Call to Order

- Oath of Office/Declaration of Conflicts - Received from newly appointed board members John Kurjata and Robert Zeunert.

2. Adoption of Agenda and Approval of Previous Minutes - November 16, 2011 Minutes

2011/205 - Bassett/Normandeau

THAT the Northern Lights College Board approves the December 14, 2011 agenda, as well as the November 16, 2011 regular meeting minutes as presented. CARRIED

3. Appoint a Board Evaluator & Timer - Bassett

4. Planned Linkage with Owners

4.1 GP-3 Review any O'Link Data - The Chetwynd O'Link session was postponed due to low enrollment. It will be rescheduled in the Spring 2012 (April or May) and a lunch will be considered instead of a breakfast meeting. The O'Link Committee will discuss the logistics and reconfirm.

4.2 Strike an O'Link Committee AND Discuss Implementation of O'Link Plan - The Committee will include: Kurjata, Normandeau (Chair), Zeunert and Leer. Normandeau will set up the first meeting. Leer will send the Committee the existing O'Link Plan.

5. Board Education

5.1 Staff Presentation: Proposed *Regional Workforce Tables* (Rancourt) - The provincial governments "*Canada Starts Here – The BC Jobs Plan*" initiative is to attract skilled workers and job-creating entrepreneurs into the workforce to improved workplace productivity. Working with the JTI, Dawson Creek and Terrace have been identified as pilot sites for the Open House in January. Rancourt will be away at that time and Nunoda will cover for her. If the board has input for a professional facilitator and "Community Champions", please let Rancourt know by the end of this week.

6. Decision Items**6.1 Governance Process**

6.1.1 Review EL General Executive Constraint Policy Language

2011/206 - Kurjata/Simpson

THAT the Northern Lights College Board has reviewed EL General Executive Constraint and has revised the policy to remove the words, “or in violation of any relevant government legislation” as the word “illegal”, already in the policy, covers this. It now reads: “The President shall not cause or allow in the organization any practice, activity, decision or circumstance which is imprudent, illegal, or in violation of commonly accepted business and professional ethics.” CARRIED

6.1.2 Review EL-8 Emergency Executive Succession Policy Language

2011/207 - Simpson/Bassett

THAT the Northern Lights College Board has reviewed policy EL-8 Emergency Executive Succession and that the policy requires no change. CARRIED

6.1.3 Review BP-4 Monitoring President’s Performance to change EL-6.3 monitoring of interpretation

2011/208 - Normandeau/Sabulsky

THAT the Northern Lights College Board has reviewed policy BP-4 Monitoring President’s Performance and that the policy will be revised to include a monitoring report, for interpretation only, for item EL 6.3 due annually at the April meeting, in addition to the items recorded in motion 2011/189; and have the external auditor audit EL-6.3. CARRIED

6.1.4 GP-10.2.1 Develop Governance Budget for 2012

2011/209 - Bassett/Zeunert

THE Board Budget Committee consisting of Simpson, Kurjata (Chair) and Leer will meet to develop the Board Budget and report back at the March Board meeting. CARRIED

6.1.5 GP-11 Review Board Calendar for next meeting - The January Board meeting will be held in Fort St. John (or by Videoconference/Teleconference for those unable to attend in person).

6.2 Board-President Relationship

6.2.1 EL-7 Communication to the Board - Rancourt’s Presentation included information on the: Strategic Planning Process, Wind Turbine Maintenance Brokerage Agreement with Great Plains College; Canfor/UNBC Research Project; Employment Skills Access (ESA) funding approvals; Dease Lake Projects and correspondence from the Deputy Minister on NLC’s Institutional Accountability Report.

7. Monitoring Reports (Ends and ELs)

7.1 EL-4 Financial Condition (Aug, Dec, Apr) - Monitoring report due dates were changed to Aug Nov and Jan.

2011/210 - Simpson/Kurjata

THAT the Northern Lights College Board has assessed the Monitoring Report for EL-4 as demonstrating compliance with a reasonable interpretation of the policy. CARRIED

<p>2011/211 - Bassett/Kurjata THAT the Northern Lights College Board revised BP-4 Monitoring President’s Performance policy and changed monitoring reporting dates for EL-4 from August, December and April to August, November and January. CARRIED</p>	
7.2	ENDs Reasonable Interpretations - Tabled to the January Board meeting.
<p>8. Consent Agenda 8.1 2012-2013 Tuition Fees - It was noted that NLC is operating under the 2011-12 AVED Tuition Fee policy, which has not been updated to 2012-13.</p> <p>2011/212 - Sabulsky/Zeunert THAT the Northern Lights College Board approve the posting “Notice of Motion RE: Tuition Fees” for a period extending from December 15th 2011 to January 12th 2012. Any responses to the posting will be brought forward to the January 18, 2012 Board Meeting, at which time a Board Motion will be required for approval of the proposed 2% increase. CARRIED</p>	
9.	In-Camera Session (Motion Required) 2011/213 - Simpson/Bassett TO move into the In-Camera Session of the meeting. CARRIED
10.	Board Self-Evaluation Report of This Meeting - Bassett shared his evaluation with the Board.
11.	<p>Information Items - Attached</p> <ul style="list-style-type: none"> • NLC Foundation Board Retreat - January 2012; Kane to provide more info • 2012 Convocation Dates - Jun 14 FSJ; Jun 15 DC/TR/CH; Jun 22 FN
12.	Adjournment - 12:40 PM

E. Leer
 NLC Board Chair

C. Ravelli
 NLC Director, Board & Executive Operations