



Northern Lights College Board Meeting

October 19, 2011 – 9:30 AM

Fort Nelson Campus Room 132

Or by Videoconference:

DC Regional Board Room & FSJ Room 130

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

MINUTES

PRESENT:

E. Leer, Board Chair
 K. Simpson, Vice-Chair
 W. Normandeau, Board Member
 L. Sabulsky, Board Member (TC -Left 11:18AM)
 M. McPhail, Board Member (VC)
 S. Bassett, Board Member – Support Staff (VC)
 J. Napoleon, New Student Board Member (TC)

L. Rancourt, NLC President & CEO
 P. McClelland, NLC Education Council Chair (TC)
 Dr. P. Nunoda, NLC VP Education (Left 11:18AM)
 C. Ravelli, NLC Director, Board & Exec. Operations

GUESTS:

A. Graff, Director of Finance (10:41-11:15AM - VC)

(TC=Teleconference/ VC=Videoconference)

1. Call to Order - 9:47 am

- Welcome and Oath of Office to New Student Board member Janine Napoleon. Leer has offered to mentor Napoleon.

2. Adoption of Agenda and Approval of Previous Minutes - September 21, 2011 Minutes

2011/187 - Normandeau/Simpson

THAT the Northern Lights College Board approves the October 19, 2011 amended agenda where Item 6.2.1 should be BP-4, not GP-10.4; moving 6.2.5 to follow 6.2.1 and moving a portion of 6.3.1 Capital Budget to the Consent agenda. And to accept the September 21st minutes as presented. CARRIED

3. Appoint a Board Evaluator & Timer - Rancourt

4. Planned Linkage with Owners

4.1 GP-3 Review any O'Link Data - No data was reviewed at the meeting.

4.2 GP-3.2 Discuss Implementation of O'Link Plan/Discuss FN O'Link Breakfast Session -

There was a good cross-section and 31 attendees at the Fort Nelson Breakfast meeting. The board briefly touched on some of the table topics that were held and a summary report will be provided following this meeting. The next session will be held on Dec 14th at the Chetwynd Campus Gathering Space.

5. Board Education - **NOTE: Next CMR Training Dates are Nov 16/17**

5.1 Staff Presentation - No Presentation at this meeting. The Nov Board meeting, the Staff Presentation will focus on a review of the 5-Year Capital Process (A. Graff).

6. Decision Items

6.2 Governance Process

6.2.1 BP-4 What to include in the Financial Audit and what policies will be

monitored by External Audit - Currently external monitoring of board policies are: EL-3 Financial Planning, EL-4 Financial Condition, EL-5.6, 5.7 and 5.7.1 Asset Protection; and EL-6.1 and 6.2 Compensation and Benefits. The board will continue with same external monitoring schedule.

2011/188 - McPhail/Normandeau

THAT Board Policies EL-3, EL-4, EL-5.6, 5.7, 5.7.1, EL-6.1 and 6.2 are externally audited. CARRIED

Item moved forward:

6.2.5 BP-4 Review Monitoring Report method and frequency - This is a housekeeping item where the President’s reasonable interpretation for the externally audited policies (as discussed above in 6.2.1) need to be presented to the board at the April meeting instead of in May. Changes to the BP-4 schedule are highlighted below:

E- Ends	Internal Report	Annual, Jun
E-1 Learner Capacity	Internal Report	Annual, Jun
E-2 Community Enrichment	Internal Report	Annual, Jun
EL General Executive Constraint	Internal Report	Annual, Aug
EL-1 Treatment of Students	Internal Report	Annual, Sep
EL-2 Treatment of Staff	Internal Report	Annual, Jun
EL-3 Financial Planning (For Auditor)	Internal Interpret Only External Report	Annual Apr Annual, May
EL-4 Financial Condition	Internal Report External Audit	Aug Dec Apr Annual, May
EL-5 Asset Protection Items 5.6, 5.7 and 5.7.1 (for Auditor) Items 5.6, 5.7 and 5.7.1 Balance of EL-5	Internal Interpret Only External Report Internal Report	Annual Apr Annual, May Annual, Oct
EL-6 Compensation and Benefits Items 6.1 and 6.2 (for Auditor) Items 6.1 and 6.2 Balance of EL-6	Internal Interpret Only External Report Internal Report	Annual Apr Annual, May Annual, Nov
EL-7 Communication & Support to the Board	Internal Report	Annual, Mar
EL-8 Emergency Executive Succession	Internal Report	Annual, Aug
EL-9 Access to Education	Internal Report	Annual, May
EL-10 Land Use	Internal Report	Annual, Jan

2011/189 - Simpson/McPhail

THAT the NLC Board has reviewed Policy BP4 and assessed itself as being in compliance with this policy, and that the Policy will be revised to include monitoring reports, for interpretation only, for Items EL-3, EL-4, EL-5.6, 5.7, 5.7.1, EL-6.1 and 6.2 due annually at the April meeting. CARRIED

6.2.2 GP-11 Review Board Calendar - Changes include: removing BP-4 review from Nov (completed today); Leer will send out forms to the board for GP-10.3.1 Annual Board Performance Review; GP-4 Develop Advocacy Plan will be discussed at the Oct 24th BCC Board Chair’s meeting and Leer will share the info received there; and Normandeau reminded the board that in the past the board has met with local MLAs about advocacy. A Training Committee will be struck following the Ends review during training in Nov and Ravelli will contact members about the board training logistics on Nov 16 & 17 in FSJ.

6.2.3 Quarterly Board Expense Report (Mar Jun Sep Dec) - Received for information.

6.2.4 Self Evaluation: BP-1 (Bassett) - Bassett provided a review of BP-1 and it was included in the meeting package; Leer reviewed it verbally with the board

2011/190 - Normandeau/Simpson

THAT the NLC Board has reviewed Policy BP1 and assessed itself as being in compliance with this policy, and that the Policy has been reviewed and requires no change. CARRIED

6.3 Board-President Relationship

6.3.1 EL-7 Communication to the Board - The President's Report was emailed previously to the board and Rancourt reviewed it with them, noting:

- **Strategic Planning Update** - Wayne T. Aiken & Associates has been contracted to assist with the Strategic Planning Process and Rancourt will continue to update board on this item.
- **Fall 2011 Enrollment Update** - NLC has noted enrollment increases in Academic and Career Technical and Access, Business and Contract Training. However provincially there's been a decrease in Trades enrollment. Overall NLC's enrollment has increased by 1% which is usually witnessed during an economic boom. Not all numbers are in but an overall decrease in international students is expected; the International Education Coordinator is currently recruiting in China and Vietnam.
- **2011/12 Operational Budget** - The final 6 months of 2011/12 fiscal is approved in accordance with a balanced budget as presented to the board in May 2011.
- **Practical Nursing Update** - Nunoda reported that as of September a new provincial curriculum has been approved. The advantages are that it's moving from certificate to a full diploma program and the curriculum alternations are beneficial to students. It's expected that the new curriculum will boost our numbers.
- **Student Elections** have been finalized and Janine Napoleon is the new Student Board member along with four new Student Ed Council members.

7. Monitoring Reports (Ends and ELs) -**7.1 EL-5 Asset Protection (Not 5.6 or 5.7 - External Reports)****2011/191- Bassett/Simpson**

THAT the NLC Board has assessed the Monitoring Report for EL-5 (except items 5.6 & 5.7) as demonstrating compliance with a reasonable interpretation of the policy. CARRIED

8. Consent Agenda - A. Graff joined the meeting from Dawson Creek to provide technical support to the Consent Agenda item and she left the meeting following this item.

8.1 2011/12 Capital Budget - Rancourt provided the board with her Consent Agenda Item information for this item and reviewed it with them. She will send out the approved *5-Year Capital Plan* to new board members and brought attention to EL-4.5 Financial Condition citing Options 1 and 2 that were provided in her information.

2011/192 - Simpson/McPhail

TO approve a one-time exception to EL-4.5 and allow Northern Lights College to borrow an amount not to exceed \$370,000 from the Northern Lights College Capital Fund to cover a forecasted 2011-2012 deficit in the Northern Lights College's Operating Fund and it will be paid back by March 31, 2014. CARRIED

8.2 Chair's signature required on 2010-11 Financial Statement detail documents - A change in Ministry approval's on detailed financial documents now require the Board Chair sign off the detailed reports. The 2010-11 Financial Statement has already received board approval.

Sabulsky/Nunoda left the meeting at 11:18 AM

9. In-Camera Session (Motion Required)

2011/193 - Normandeau/Bassett

TO move into the In-Camera session of the meeting. CARRIED

10. Board Self-Evaluation Report of This Meeting - Rancourt provided her feedback to the Board on the meeting evaluation.

11. Information Items

- **Aboriginal Gathering Space Openings** (All 4-7pm): **Oct 27** - FSJ and **Nov 1** - DC
- **[NLC Foundation Board Meeting Dates/Locations](#)** (Please Note: Meetings start at 5:30PM and VC will be available): **Oct 19, 2011 - DC and Dec 14, 2011 - FSJ**

12. Adjournment - 12:14 PM

E. Leer

NLC Board Chair

C. Ravelli

NLC Director, Board & Executive Operations