



# Northern Lights College Board Meeting

**November 16, 2011 – 8:30 AM**

**Fort St. John Campus Room 183**

## MINUTES

(TC=Teleconference/ VC=Videoconference)

### PRESENT:

E. Leer, Board Chair  
K. Simpson, Vice-Chair  
W. Normandeau, Board Member  
J. Napoleon, New Student Board Member  
L. Sabulsky, Board Member  
S. Bassett, Board Member – Support Staff  
M. McPhail, Board Member (8:46 AM)  
L. Rancourt, NLC President & CEO  
P. McClelland, NLC Education Council Chair  
C. Ravelli, NLC Director, Board & Executive Operations

### GUESTS:

R. Zeunert, Fort St. John Lawyer  
C. Raso, CMR Governance Training  
A. Graff, NLC Director of Finance (9:42-10:18 AM)  
J. Royer, NLC IT Staff (10:23-10:50 AM)

**1. Call to Order - 8:36 AM**

- Introductions followed to benefit new members and guests. Followed by Declaration of Conflicts received from Napoleon.

**2. Adoption of Agenda and Approval of Previous Minutes - October 19, 2011 Minutes**

**2011/196 - Simpson/Normandeau**

***THAT the Northern Lights College Board approves the November 16, 2011 agenda, as well as the October 19, 2011 regular meeting minutes as presented. CARRIED***

**3. Appoint a Board Evaluator & Timer - McClelland**

**4. Planned Linkage with Owners**

4.1 GP-3 Review any O'Link Data - No new information. Simpson suggested that with the upcoming civic elections the board should meet with new councilors and board members.

4.2 GP-3.2 Discuss Implementation of O'Link Plan - FN O'Link Breakfast Session Report was emailed earlier to the board and attached in the meeting package. The next O'Link session will be held on Dec 14<sup>th</sup> in Chetwynd for Chetwynd/Tumbler Ridge. Ravelli will send the invitation list to the board for any additions and ownership linkage will be further discussed during Board Training later today and tomorrow.

**5. Board Education**

5.1 CMR Board Training - Nov 16 & 17, 2011 - Training will center on an overview of what Policy Governance is. Item 6.2.1 ENDS Review will be completed tomorrow (Nov 17<sup>th</sup>) at which time the board meeting will reconvene to accept or amend them. Monitoring Reports and Governance Action Plan (GAP) will also be reviewed during training.

5.2 GP-1.6 Governing Style - Develop a Training Plan - A Training Plan Committee was struck and will return with recommendations to the January board meeting.

**2011/197 - Bassett/McPhail**

***TO strike a Training Plan Committee that includes Simpson (Chair), Leer, Normandeau and Napoleon.***

***The committee’s mandate will be to bring back a training plan and budget to the January Board meeting after which the committee will be disbanded. CARRIED***

5.3 Staff Presentation - Review of the Capital Budgeting Process (Graff) - Graff gave a *Capital Expenditures* presentation to help the board understand what NLC’s Ministry requirements are with regard to the Capital Budgeting Process. It defined Fiscal Year; Operating Revenue; Capital Fund; Value of Assets; Amortization; Budgeting; Financial Statements; Fund Balances; Capital Expenditures; and that EL-4.5 states that NLC can only purchase capital items up to the balance of the Operating Fund.

**6. Decision Items**

**6.1 Ends**

6.1.1 ENDS Review - Refer to Item 5.1 Board Training. The board reconvened on November 17, 2011 and following motion was made following the ENDS review at the Board Training session:

(November 17, 2011 1:18 - 1:23pm)

***2011/204 - Normandeau/Bassett***

***THAT the NLC Board has reviewed the Board Ends Policies and has amended them to read:***

**E - MEGA-END:**

Northern Lights College exists so that people and communities in the college region are educationally enriched and have capacity for an improved quality of life to a level that justifies the expenditure of available resources.

**E-1 Learner Capacity:**

Learners in the college region will attain the knowledge, skills, abilities and qualifications necessary for employability, transferability, career advancement, personal wellness, and social development.

1.1 Learners will attain knowledge, skills, abilities and qualifications for employability to a standard accepted by industry.

1.2 Learners will attain the knowledge and skills that enable them to continue their learning including the ability to transfer to other post-secondary institutions.

**E-2 Community Enrichment:**

Communities in the college region have capacity for improved social, economic and ecological quality of life.

2.1. Businesses, industries and organizations in the college region have employees with the skills, abilities, and qualifications necessary to support organizational success.

**CARRIED**

The President has offered to bring back Reasonable Interpretations for the Board’s Ends policies to the December meeting.

**6.2 Governance Process**

6.2.1 GP-10.3.1 Annual Board Performance Review develop/Update GAP - This will be reviewed with during Board Training. Notes from Training Session following the

meeting: Catherine Raso, Governance Coach, advised that the NLC Board is doing very well in all areas of governance and that it is normal to struggle with Ownership Linkage activities – which was the only area where our self-evaluation indicated that we felt we were not strong. Some suggestions for improvement from Raso were:

- Provide feedback to Owners after having meetings with them (i.e. Community Breakfasts) and advise what we did with the information we gathered.
- Meet with other Boards - not necessarily Education Boards only.

6.2.2 Develop an Advocacy Plan – Leer noted that Advocacy was on the BCC Board Chairs meeting agenda but not discussed and previously the President advised the board on what the advocacy issues were. Rancourt gave the board an *Advocacy* presentation on provincial (BCC) and national (ACCC) issues and recommendations. NLC will play a large role in the *BCC Advocacy Key Messages* and specific issues to keep in mind include: 1) the need to restore the 2008-09 ACA funding that the government clawed back; and 2) access to affordable education close to home. Meetings with local MLAs will be set up and laminated cards with the *Key Messages* will be made available for the board.

6.2.3 GP-11 Review Board Calendar for next meeting – The calendar was reviewed noting that the next meeting will be December 14<sup>th</sup> and will coincide with Chetwynd/Tumbler Ridge O’Link Session. Ravelli will check if videoconferencing is available for members not attending in person and confirm accommodation requirements. The January board meeting will be held in Dawson Creek and available by videoconference or teleconference.

### 6.3 Board-President Relationship

6.3.1 EL-7 Communication to the Board - Rancourt gave the board a presentation noting her strategic and upcoming activities; consultant Wayne T. Aitken & Associates has been hired to assist in developing a 4-Year Strategic Plan. Organizational review and adjustment announcements have been made and include: H. Mayer as new Dean of Student Services; K. Van de Walle, new Dean WorkForce Training; J. Fernandez, new Director Marketing & Communications; B. Deinstadt, (new title) Executive Director of Organizational Development and Human Resources; and B. Lyon, (new title) Executive Director of Communications.

## 7. Monitoring Reports (Ends and ELs) - *MRs will be sent in a separate package*

7.1 EL-6 Compensation and Benefits (Not EL-6.1 or 6.2 - External Reports) - Leer explained what Monitoring Reports are for new members and how the President reports on them.

### *2011/198 - Normandeau/Bassett*

***THAT the NLC Board has assessed the Monitoring Report for EL-6 Compensation and Benefits (except items 6.1 and 6.2) as demonstrating compliance with a reasonable interpretation of the policy.***

***CARRIED***

J. Royer gave the board a *D2L Presentation* where future board meeting packages and monitoring reports will be posted. He provided a handout on *Using the NLC Board Information Site on D2L* and is available should the board have any questions about *D2L*.

## 8. Consent Agenda - Nil

<p>9. <b>In-Camera Session</b> (Motion Required) - Zeunert left the meeting and returned for lunch.</p> <p><i>2011/199 - Simpson/Normandeau</i> <b>THAT Catherine Raso of CMR Governance Training is allowed to attend the In-Camera session. CARRIED</b></p> <p><i>2011/200 - Bassett/McPhail</i> <b>TO move into the In-Camera session of the meeting. CARRIED</b></p>
<p>10. <b>Board Self-Evaluation Report of This Meeting</b> - McClelland shared her evaluation with the board.</p>
<p>11. <b>Information Items</b> - Attached</p> <ul style="list-style-type: none"><li>• <a href="#">NLC Foundation Board Meeting Dates/Locations:</a><ul style="list-style-type: none"><li>➤ <b>Dec 14, 2011 - FSJ</b> (<i>Meetings start at 5:30PM and VC will be available</i>) <b>Please Note: The December meeting is cancelled and January will include a Retreat; Kane will provide more information.</b></li></ul></li></ul>
<p>12. <b>Adjournment</b> - 12:15 PM</p>

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E. Leer  
NLC Board Chair

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C. Ravelli  
NLC Director, Board & Executive Operations