



# Northern Lights College Board Meeting

**October 21, 2010 – 8:30 AM**

**Dawson Creek Regional Board Room**

(VC Rooms: DC-Regional Board Room; FSJ-2-115; FN-131; DL-105s)

## MINUTES

<p><b>PRESENT:</b></p> <p>E. Leer, Board Chair          K. Simpson, Vice-Chair          M. McPhail, Board member          L. Warren, Board member (TC)          W. Normandeau, Board member (VC)          S. Bassett, Board member – Support Staff          G. Smith, New Student Board Member</p> <p>R. Dau, New Student Board Member (VC)          J. Valgardson, NLC President &amp; CEO          G. Lainsbury, NLC Education Council Chair (VC)          D. Hart, NLC VP Finance &amp; Administration          C. Herbert, NLC VP Education          A. Hughes, NLC Registrar          C. Ravelli, NLC Director, Board &amp; Executive Operations</p> <p><b>ABSENT:</b></p> <p>Board members: M. Loverin; M. Dionne; and D. Stirling</p> <p><b>GUESTS:</b></p> <p>B. Deinstadt, NLC Director, HR (In-Camera session)</p> <p style="text-align: right;">VC = Videoconference/TC=Teleconference</p>	
TIME	ITEM
(1 min)	<p><b>1. Call to Order – 8:32 AM</b></p> <ul style="list-style-type: none"> <li>Oath of Office/Declaration of Conflict was received by new Student Board members Alexander (Geordie) Smith and Ricci-Lee Dau. Introductions followed and mentors were assigned to the new Student members (Leer for Smith and Valgardson volunteered to mentor Dau).</li> </ul>
(1 min)	<p><b>2. Adoption of Agenda and Approval of Previous Minutes – September 15, 2010 Minutes</b></p> <p><b>2010/091 – Simpson/Bassett</b></p> <p><b>TO approve the October 21, 2010 agenda and September 15<sup>th</sup> minutes as presented. CARRIED</b></p>
(1 min)	<p><b>3. Appoint a Board Evaluator &amp; Timer – McPhail</b></p>
(1 hr)	<p><b>4. Planned Linkage with Owners</b></p> <p>4.1 GP-3 Review any O’Link Data – McPhail reported that DC Mayor Bernier noted a push for green technologies following his trip from China. The President will follow up with the Mayor on this. Simpson suggested a <i>Pomeroy Sports Centre</i> tour when next meeting in FSJ.</p> <p>4.2 GP-3.2 Discuss Implementation of O’Link Plan – <i>Contact Kelly Lake Band (President) and Mining Industry companies (Dionne)</i> – The President has contacted Kelly Lake Band but hasn’t heard back yet. Due to possible short notice of this meeting it was suggested that a couple of board members meet with them rather than the whole board. The Mining List requested at the last meeting was sent out by Ravelli. Dionne was absent to report on the Mining Industry companies. Brainstorming followed on how the board could meet with private industry. Simpson, McPhail and Valgardson will work on a more structured plan and get back to the board on this.</p>

(30 min)	<p><b>5. Board Education</b> – The November 16 &amp; 17 Board Training will be held at the Quality Inn Northern Grand in FSJ. The Chair reminded members that she sent a survey to complete prior to the training (the link will be sent to the new Student members). The tentative schedule is for a full day’s training will be on the 16<sup>th</sup> with the 17<sup>th</sup> morning meeting and afternoon training.</p>
(0 min)	<p><b>6. Decision Items</b> (Backgrounder sheets are supplied for Decision Items)</p> <p>6.1 <b>Ends</b> – Nil</p>
(45 min)	<p>6.2 <b>Governance Process</b></p> <p>6.2.1 GP-1.6 Members to read training material prior to November meeting – Members were reminded by the Chair to read the book “The OnTarget Board Member” prior to the training. Students were supplied with it.</p> <p>6.2.2 GP-7.1 Review &amp; Update list of potential Board members – Leer explained BRDO’s mandate. They would like boards to contact them 1 year prior to an appointed member’s term ending. Start looking for potential new member candidates early and to consider professional members (lawyer, accountant, etc.) too. Two candidates from Chetwynd have applied to the BRDO, following contact by Simpson. Leer will contact Stirling for possible FSJ candidates and it was suggested to strike a Nominating Committee again.</p> <p>6.2.3 GP-10.4 Decide what to include in Financial Audit and what policies to be monitored by External Audit? The board will confirm at their training to perhaps have a Standing Audit/Finance Committee. It is not a requirement.</p> <p><b>2010/092 – McPhail/Simpson</b>  <b>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</b></p> <p>6.2.4 GP-11 Review Board Calendar for next meeting – Training is scheduled for Nov 16 and 17; MLA Pat Pimm is available for the January videoconference meeting. Though there is value meeting face-to-face the board decided it would be cost effective to meet by videoconference and limited to face-to-face meetings to 4/year. The face-to-face meetings will be decided at Training next month.</p> <p>6.2.5 GP-12 Quarterly Board Expenses Report (Mar Jun <b>Sep</b> Dec) – The board reviewed their quarterly expenses to September 30, 2010. They would like to have hands on access to this report and the President will advise them when it’s available.</p> <p>6.2.6 Self Evaluation: GP-4 Board Linkage with Other Organizations (McPhail) – McPhail report on his evaluation of GP-4. The President noted that Minister Stilwell is currently booking meetings with college boards and to expect a visit.</p> <p><b>2010/093 – Smith/Normandeau</b>  <b>TO accept McPhail’s report, noting that the Northern Lights College Board is in compliance with policy GP-4 “Board Linkage with Other Organizations”. CARRIED</b></p>

	<p><b>2010/094 – Simpson/Bassett</b>  <b>THAT the Northern Lights College Board has reviewed GP-4 “Board Linkage with Other Organizations” as in compliance and it requires no changes. CARRIED</b></p>
(10 min)	<p>6.3 <b>Board-President Relationship</b>          6.3.1 BP-4 Review Monitoring Report method and frequency – The board reviewed the Monitoring Report frequency and amended it.</p> <p><b>2010/095 – Simpson/McPhail</b>  <b>TO revise the Monitoring Report schedule in BP-4 by moving EL-7 to March and EL-10 to January. CARRIED</b></p> <p>6.3.2 EL-7 Communication to the Board – Verbal Report</p> <ul style="list-style-type: none"> <li>• Reported on the value of attending <i>Husum WindEnergy 2010 Trade Fair</i>. While there H. Mayer acquired wind turbine equipment for our students in the Wind Turbine Technician program.</li> <li>• NLC has received a donation from Shell for a full oil rig to go on the simulation site at our FSJ Campus. Transportation of the rig is an issue as it’s outside our capital budgets at this time.</li> <li>• Attended the <i>Energy Conference</i> in FSJ where it was noted the significant demand of needed skills due to the oil &amp; gas/shale industry in NE BC. This will mean strengthening NLC’s programming to address scope of skills needed.</li> </ul>
(5 min)	<p>7. <b>Monitoring Reports (Ends and ELs)</b>          7.1 EL-1.1.1 and EL-1.4 Treatment of Students (from Sep meeting)</p> <p><b>2010/096 – McPhail/Normandeau</b>  <b>THAT the Northern Lights College Board has assessed the Monitoring Report for EL-1.4 and EL-1.1.1 “Treatment of Students” as demonstrating compliance with a reasonable interpretation of the policy. CARRIED</b></p> <p>7.2 EL-5 Asset Protection (Not 5.6 or 5.7) – <i>Appendix I</i> notes Learner Interest from Recruiting and also includes Fall 2011 interest to date.</p> <p><b>2010/097 – Normandeau/Simpson</b>  <b>THAT the Northern Lights College Board has assessed the Monitoring Report for EL-5 “Asset Protection” (except 5.6 and 5.7) as demonstrating compliance with a reasonable interpretation of the policy. CARRIED</b></p>
(0 min)	<p>8. <b>Consent Agenda – Nil</b>          8.1 NLC 5 Year Capital and Education Plans (Valgardson/Hart/Herbert) – Deferred to the November meeting.</p> <p>8.2 External Auditors Contract Extension (Hart)</p> <p><b>2010/098 – Smith/Bassett</b>  <b>THAT the Northern Lights College Board approves the appointment extension for external audit services for NLC by Sander Rose Trobak for a further two year period. CARRIED</b></p>

	<p>8.3 Acquisition of Land – Dawson Creek (Hart)</p> <p><b>2010/099 – McPhail/Simpson</b>  <b>THAT the Northern Lights College Board consent to the acquisition of said lot known as 1620-108<sup>th</sup> Avenue, Dawson Creek, BC for the purpose of constructing residential housing through our Carpentry Trades programs. CARRIED</b></p> <p>8.4 Disposal of Land – Dawson Creek (Hart)</p> <p><b>2010/100 – McPhail/Bassett</b>  <b>THAT the Northern Lights College Board approves the disposition of the house and lot known as 1620-108<sup>th</sup> Avenue, Dawson Creek, BC through the sale at fair market value. CARRIED</b></p>
(1 hrs)	<p><b>9. In-Camera Session (Motion Required)</b>  <b>2010/101 – Normandeau/Simpson</b>  <b>TO move into the In-Camera session of the meeting. CARRIED</b></p>
(2 min)	<p><b>10. Board Self-Evaluation Report of This Meeting</b> – McPhail shared his findings with the Board</p>
(0 min)	<p><b>11. Information Items</b> – Received for information</p>
(1 min)	<p><b>12. Adjournment</b> – 1:22 PM</p>

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E. Leer  
 NLC Board Chair

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C. Ravelli  
 NLC Director, Board & Executive Operations