



Northern Lights College Board Meeting

March 16, 2011 – 8:30 AM

Face-to-Face or by Videoconference

From: DC Regional Board Room; FSJ Room 130; FN 131

MINUTES

<p>PRESENT:</p> <p>E. Leer, Board Chair M. McPhail, Board member L. Warren, Board member (TC) S. Bassett, Board member – Support Staff W. Normandeau, Board member G. Smith, Student Board member R. Dau, Student Board member (8:37 AM)</p> <p>ABSENT:</p> <p>K. Simpson, Vice-Chair</p> <p>L. Rancourt, NLC President & CEO G. Lainsbury, NLC Education Council Chair C. Ravelli, NLC Director, Board & Executive Operations.</p> <p>GUESTS:</p> <p>D. Hart, NLC VP Finance & Administration C. Herbert VP Education (8:49 AM)</p> <p>M. Dionne, Board member (VC = Videoconference/TC=Teleconference)</p>	
TIME	ITEM
(1 min)	<p>1. Call to Order – 8:33 AM</p> <ul style="list-style-type: none"> 11:30AM Tour of Energy House and Health Science Building with Murray Armstrong, Regional Facilities Manager
(1 min)	<p>2. Adoption of Agenda and Approval of Previous Minutes – January 19, 2011 Minutes</p> <p>2011/111 – Normandeau/Smith TO approve amended March 16, 2011 agenda by moving Item 7.1 before 6. and to approve the January 19, 2011 minutes as presented. CARRIED</p>
(1 min)	<p>3. Appoint a Board Evaluator & Timer – Smith</p>
(1 hr)	<p>4. Planned Linkage with Owners</p> <p>4.1 GP-3 Review any O’Link Data (Reports on Jan 24 meeting with PRRD and Feb 28 meeting with CEDC) – The Chair and President Valgardson met meeting with PRRD Board Chair Karen Goodings January 24th. The meeting centered on how to work together on funding mutual programs; future needs of the area and general education. More information on PRRD can be found on their website: www.prrd.bc.ca.</p> <p>New President Rancourt and Board members Bassett, McPhail and Leer met with members of the Chetwynd Economic Development Commission (CEDC), Chetwynd Chamber of Commerce and Chetwynd Mayor and council members, on February 28th. It was basically a meet and greet meeting and Chetwynd voiced concerns on how NLC will respond to their training needs and that there is no longer a Campus Administrator at the NLC Chetwynd Campus, due to restructuring. Rancourt has followed up with NLC HR Director Deinstadt to organize a joint meeting (to occur by the end of June) with CEDC to review in more detail how to meet the needs of Chetwynd and area while respecting our budget.</p> <p>4.2 GP-3.2 Discuss Implementation of O’Link Plan (should we include planned meetings with other Boards in our plan?) – O’Link Year 2 was reviewed; meeting with other boards is included on it and options were discussed to invite a target audience,</p>

	<p>along with interested individuals and students to NLC. Suggestions included a Breakfast Meeting or 5-7pm Wine & Cheese that could be held in conjunction with the May 18th Board meeting. An O’Link Planning Committee was struck that will report back to the April Board meeting.</p> <p>2011/112 – Normandeau/Bassett <i>TO strike an O’Link Committee including: McPhail (Chair), Lainsbury and Rancourt to organize an O’Link Event including introducing the President to the community; and that Smith will work with Rancourt to organize an O’Link Event introducing the President to students. Events will be planned for DC, FSJ and FN and the committee will report on their progress at the April Board meeting. CARRIED</i></p> <p>The possibility of sharing training opportunities with other Boards was suggested but defeated due to specific Policy Governance training needed by our Board. Rancourt will ask NLC Chairs and Deans to liaise with employers about their specific needs and hiring NLC graduates. She noted that this needs to be incorporated into our Program Review process for Strategic Planning.</p>
(30 min)	<p>5. Board Education</p> <p>5.1 Training Costs and Academy Training – Policy Governance Academy, ACCC and IPGA conference attendance and budgeting, including costing was resubmitted. The Chair will try to arrange in-house Chair Training for the April Board meeting. Normandeau gave the background on the Academy training which requires discipline, knowledge and it was strongly felt that someone on the board should be proficient in Policy Governance. It was decided with the ebb and flow of Board members there’s a need for Academy Training.</p> <p>2011/113 – Normandeau/Warren <i>THAT the Board authorizes Mike McPhail to attend the IPGA Academy. CARRIED (Opposed – Smith)</i></p> <p>2011/114 – Normandeau/Smith <i>THAT the Board accepts the revised Training Plan as presented, including actual costs and EL notes. CARRIED</i></p>
(45 min)	<p>6. Decision Items</p> <p>6.2 Governance Process</p> <p>6.2.1 GP-10.2.1 – 2011-12 Board Budget – More Ownership Linkage events are planned for the upcoming year and trends can be available to the Board to strategically plan their next budget.</p> <p>2011/118 – McPhail/Smith <i>TO accept the 2011-12 Board Budget as presented. CARRIED</i></p> <p>6.2.2 GP-11 Review Board Calendar for next meeting – Bylaws will be reviewed at the April meeting and members were asked to please review them prior to next meeting; EL-4 language will be reviewed by the entire Board and if Chair Training is available in FSJ please plan to attend the April meeting in-person.</p>

	<p style="text-align: center;">6.2.3 EL-3 Review Policy Language</p> <p>2011/119 – Normandeau/McPhail THAT the NLC Board approves EL-3 “Financial Planning” policy as is. DEFEATED</p> <p>2011/120 – Smith/McPhail TO amend EL-3 “Financial Planning” policy to read “(...) nor fail to show compliance to the applicable government standards”. CARRIED</p> <p style="text-align: center;">6.2.4. EL-7 Review Policy Language</p> <p>2011/121 – Smith/Bassett THAT the NLC Board has reviewed EL-7 “Communication and Support to the Board” policy and that it requires no changes. CARRIED</p> <p style="text-align: center;">6.2.5 GP-4 Share Advocacy Plan – BC Colleges booklets were circulated for information.</p>
(10 min)	<p style="text-align: center;">6.3 Board-President Relationship</p> <p>6.3.1 BP-4 Executive Limitation Audit Fee Estimate (from Sander Rose Trobak)</p> <p>2011/122 – Smith/Normandeau TO approved the estimated external audit of \$1,600 for EL-3, 4, 5.6, 5.7, 5.7.1, 6.1 and 6.2 from Sander Rose Trobak. CARRIED</p> <p>6.3.2 EL-7 Verbal Communication to the Board (No Staff Presentation) – Moved to In-Camera.</p>
(5 min)	<p>7. Monitoring Reports (Ends and ELs)</p> <p>7.1 EL-7 – Communication & Support to the Board</p> <p>2011/115 – Smith/Bassett THAT the NLC Board has assessed the Monitoring Report for EL-7 “Communication & Support to the Board” and accepts the reasonable interpretations. CARRIED</p> <p>2011/116 – Normandeau/Smith THAT the NLC Board has assessed the Monitoring Report for sub-items 7.9, 7.3 and 7.2 of EL-7 “Communication & Support to the Board”, as demonstrating compliance with a reasonable interpretation of the policy. CARRIED</p> <p>2011/117 – Normandeau/Smith THAT the President brings to the Board all the items, for which EL-7 compliance information is not available, to monitor by the August 2011 Board meeting. CARRIED</p> <p style="text-align: center;">It was noted to get guidance from C. Raso how to conduct a Direct Inspection.</p>
(0 min)	<p>8. Consent Agenda</p> <p>8.1 Borrowing Resolution (Hart) – This pertains to NLC Corporate Visas.</p> <p>2011/123 – McPhail/Normandeau</p>

	<i>TO authorize the Chair to sign the Borrowing Resolution as presented. CARRIED</i>
(1 hrs)	9. In-Camera Session 2011/124 – McPhail/Bassett TO move into the In-Camera Session of the meeting. CARRIED
(2 min)	10. Board Self-Evaluation Report of This Meeting – Smith shared his meeting evaluation with the board.
(0 min)	11. Information Items – Attached for information <u>Upcoming Conference Dates and link for Information:</u> <ul style="list-style-type: none"> • ACCC Annual Conference – June 3-6, 2011 in Edmonton http://conference.accc.ca • IPGA Annual Conference – June 23-25, 2011 in Calgary http://www.policygovernanceassociation.org/conference_11/2011_conference.html
(1 min)	12. Adjournment – 2:31 PM

E. Leer
NLC Board Chair

C. Ravelli
NLC Director, Board & Executive Operations