



# Northern Lights College Board Meeting

**August 17, 2011 – 8:30 AM**

**DC Regional Board Room or by Videoconference**

**From: FSJ Room 130 & FN 132;**

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

## MINUTES

<p><b>PRESENT:</b>          E. Leer, Board Chair          K. Simpson, Vice-Chair          W. Normandeau, Board member          L. Sabulsky, Board member          M. McPhail, Board member (TC) - 9:17AM          L. Rancourt, NLC President &amp; CEO          P. McClelland, NLC Education Council Chair (TC)          C. Ravelli, NLC Director, Board &amp; Executive Operations</p>		<p><b>ABSENT:</b>          S. Bassett, Board member – Support Staff          R. Dau, Student Board member</p> <p><b>GUESTS:</b>          D. Hart, NLC VP Finance &amp; Administration          Dr. P. Nunoda, VP Education          B. Deinstadt, Director HR</p>	
<i>(VC = Videoconference/TC=Teleconference)</i>			
TIME	ITEM		
(1 min)	1.	<p><b>Call to Order - 8:51AM</b></p> <ul style="list-style-type: none"> <li>New Board Member: Leo Sabulsky was welcomed to the NLC Board, followed by introductions and his Oath of Office.</li> <li>Dr. Peter Nunoda, New VP Education was introduced and welcomed to the meeting.</li> </ul>	
(1 min)	2.	<p><b>Adoption of Agenda and Approval of Previous Minutes – June 15, 2011 Minutes AND July 1, 2011 Special Meeting Minutes – Attached</b></p> <p><b>2011/172 - Simpson/Normandeau</b>  <b>That the NLC Board approves the August 17, 2011 agenda, as well as the June 15, 2011 regular meeting, and the July 1, 2011 Special Meeting minutes as presented. CARRIED</b></p>	
(1 min)	3.	<p><b>Appoint a Board Evaluator &amp; Timer - Simpson</b></p>	
(1 hr)	4.	<p><b>Planned Linkage with Owners</b></p> <p>4.1 GP-3 Review any O’Link Data – The <i>FSJ O’Link Breakfast Meeting Report</i> was attached and received for information. It was noted that there were interesting comments received that will be followed up on; that it’s felt that NLC is not visible in FSJ, and part of this is that NLC and board members are not getting invitations to community events. Admin is trying to improve this by getting back on Chamber of Commerce mail lists - the board needs to be added to their lists too. Further noted that NLC Media Releases have been very positive and to perhaps build on the DC Rage connection. If board members notice upcoming community events please send them to Rancourt and she will forward any event info she receives to the board.</p> <p>The next O’Link Events include: 1) Oct 19<sup>th</sup> <i>Fort Nelson Breakfast meeting</i> from 7-9AM using the same format as previous O’Link sessions; and 2) <i>Chetwynd/Tumbler Ridge Breakfast meeting</i> where the board agreed to move up their regular board meeting date to Dec 14<sup>th</sup> and meet in Chetwynd.</p> <p>4.2 GP-3.2 Discuss Implementation of O’Link Plan – Simpson and Sabulsky agreed to join the current O’Link Committee that already includes McPhail and Rancourt.</p>	

<p>(30 min)</p>	<p><b>5. Board Education</b> <b>NOTE: Next CMR Training Dates Nov 16/17</b> - Because there was only one newly appointed board member Training Dates have been changed by omitting the Sep training. Normandeau will assist Sabulsky with any Policy Governance training if needed. He would like campus tours arranged for him for the next 6-8 weeks. Tours will be arranged for all board members to coincide with board meeting dates and will begin with the next one in DC. Nunoda offered to set the tours up and Sabulsky will contact Ravelli if he'd like an informal campus tour prior.</p> <p>5.1 Staff Presentation – L. Rancourt, President &amp; CEO - Reported on <i>BC Labour Market Outlook and Trades Training BC Cost Study</i> (Perrin Report). Rancourt previously circulated these reports to the board as optional reading material. Her report to the board highlighted the key points of the reports.</p> <p>5.2 Board Volunteer for NLC Foundation (Their next meeting dates are: Oct 19 &amp; Dec 14 or 21 - Location TBC) – Normandeau noted that part of Warren's concern when she attended the Foundation Board meetings was that her travel expenses were not covered. It was decided that Leer will attend DC Foundation Board meetings and Simpson will attend FSJ meetings.</p>
<p>(45 min)</p>	<p><b>6. Decision Items</b></p> <p><b>6.2 Governance Process</b></p> <p>6.2.1 GP-9.2.5 Declare Conflicts (Board Bylaw B 13.2) – Board members individually declared conflicts with NLC. Absent members (Bassett/Dau) will be asked for their declaration at the September board meeting.</p> <p>6.2.2 GP-11 Review Board Calendar for next meeting – Meeting changes include: <b>Sep</b> board meeting will be held in DC; A reminder <b>Oct</b> meeting will be in FN to coincide with O'Link; <b>Nov</b> meeting will be in FSJ and GP-10.3.1 GAP Review will be moved to Nov to coincide with board training; Changed <b>Dec</b> meeting date to Dec 14<sup>th</sup> and will be held in Chetwynd to coincide with O'Link session. Ravelli will email this info to the board.</p> <p>6.2.3 GP-12 Quarterly Board Expense Report (Mar <b>Jun</b> Sep Dec) – June AND Aug 10<sup>th</sup> Reports were included. It was noted that upcoming O'Link sessions costs and Nov board training will affect their budget. Received for information.</p> <p>6.2.4 EL-6 – Review Policy Language</p> <p><b>2011/173 - Normandeau/McPhail</b>  <b>THAT the NLC Board has reviewed the language of Policy EL-6 "Compensation and Benefits" and determined that it requires no changes. CARRIED</b></p>
<p>(10 min)</p>	<p><b>6.3 Board-President Relationship</b></p> <p>6.3.1 EL-7 Verbal Communication to the Board</p> <ul style="list-style-type: none"> <li>• NLC Donor Recognition Policy – The policy was included in the board package for review with the President. It formally recognizes donors and Rancourt wanted to give the board a chance to familiarize themselves with it - any questions, contact her. Admin expects to have the policy into effect by Oct 2011.</li> <li>• Rancourt reviewed her President's Report to the board that included Strategic Activities; the NPSC has been reinstated and it includes the 4 Northern College Presidents; she plans to participate in Northern Health activities in our area; and</li> </ul>

	<p>discussion with Stikine MLA Donaldson yesterday. Upcoming activities include: Aug 18<sup>th</sup> Oil Rig consultation meeting in FSJ; Aug 25<sup>th</sup> Rancourt/Nunoda are travelling to DL for the NWCC Community Consultation meeting; Orientation is set for Sep 6<sup>th</sup>; Sep 9<sup>th</sup> is the tentative Grand Opening KIP buildings; Sep 11<sup>th</sup> Community Futures Conference Opening Dinner at CECET (Energy House); UNBC Board meeting Sep 23<sup>rd</sup> at DC Campus with a Friday evening Meet/Greet at CECET; and Sep 30<sup>th</sup> Grand Opening Chetwynd Aboriginal Gathering Space.</p> <p>Updates include: New VP Education, Dr. Peter Nunoda started this week. The 2012-2016 Strategic Planning Process will be reviewed with NLC staff at the <i>All Staff Meeting</i> on Aug 30<sup>th</sup> and Internal Focus Group consultations will follow. Rancourt visited our DL and Atlin campuses in early July for a planned NWCC/Tahltan Nations Priority Planning Session. But due to a NWCC Elder’s death the meeting was cancelled - the meeting has been rescheduled to Aug 25th. Communication will follow to staff (at the all staff meeting) and expects external media coverage. She met with SD87 Superintendent and our Atlin Literacy program consultant. Positive feedback was received all round. She also participated in a MARR/NWCC/NLC teleconference in early Aug. And the FSJ Oil Rig has strong community and political support; work continues to finalize the rig installation and ongoing maintenance requirements.</p>
(5 min)	<p><b>7. Monitoring Reports</b> (Ends and ELs) – <b>MRs will be sent in a separate package</b></p> <ul style="list-style-type: none"> <li>7.1 EL General Executive Constraint</li> <li>7.2 EL-4 Financial Condition (<b>Aug Dec Apr Report</b>)</li> <li>7.3 EL-7 Communication &amp; Support to the Board (Only EL-7.9.1, 7.8, 7.6, 7.5, 7.4, and 7.1 - <i>as per NLC Board March meeting</i>)</li> <li>7.4 EL-8 Emergency Executive Succession</li> </ul> <p><b>2011/174 - Simpson/Normandeau</b>  <b>THAT the NLC Board has assessed the Monitoring Report for EL General Executive Constraint; EL-4 Financial Condition; EL-7 Communication &amp; Support to the Board; and EL-8 Emergency Executive Succession as demonstrating compliance with a reasonable interpretation of the policy. CARRIED</b></p>
(0 min)	<p><b>8. Consent Agenda - Nil</b></p>
(1 hrs)	<p><b>9. In-Camera Session</b> (Motion Required)</p> <p><b>2011/175 - Sabulsky/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> - Simpson provided her feedback to the board.</p>
(0 min)	<p><b>11. Information Items</b> – Attached for information</p>
(1 min)	<p><b>12. Adjournment</b> - 12:05 PM</p>

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 E. Leer  
 NLC Board Chair

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 C. Ravelli  
 NLC Director, Board & Executive Operations