

Enriching lives, communities and industry in Northern BC and the world through accessible, applied, and academic learning.

PRESENT:

T. Holte, Board Chair (BlueJeans)	R. Kaur, Student Board Member (BlueJeans)
L. Archibald, Board Member (BlueJeans)	S. Kaur, Student Board Member (BlueJeans)
T. Bondaroff, Associate Vice President Stu. Serv. & Comm. Rel.	B. Kulmatycki, President & CEO
D. Fajemisin, Board Member (BlueJeans)	L. Lovegreen, Vice President Academic and Research
J. Fox-McGuire, Board Member (BlueJeans)	K. MacDonald, Support Board Member (BlueJeans)
M. Gilbert, Board Member (BlueJeans)	K. Mason-Bennett, Board Member
A. Graff, Vice President Finance and Corporate Services (BlueJeans)	S. McLeod, Board Member (BlueJeans)
	H. Larden, EA to President & Board (Recorder)

ABSENT:

A. Ackerman, Board Vice-Chair	F. Rashid, Faculty Board Member & Ed. Council Chair
-------------------------------	---

GUEST(S):

M. Pickartz, Director of Communications and Marketing

1. Call to Order, Roll Call, and Territorial Acknowledgement – 9:01 am

Distance participation methods were utilized extensively at today's meeting in order to accomplish social-distancing, as recommended by the Provincial Health Officer in response to COVID-19. Chair Holte provided instructions on the use the BlueJeans chat feature, email, and text messaging to achieve meaningful discussion and decision making.

2. Presentation(s) – None**3. Appointment of a Board Evaluator**

J. Fox-McGuire was appointed.

4. Approval of Agenda

2020/013 Mason-Bennett/Gilbert

THAT the Northern Lights College Board approves the March 18, 2020 agenda with the prerogative of the Chair to adjust the agenda as needed. CARRIED

5. Consent Agenda**5.1 Minutes from February 19, 2020, Open Session Meeting****5.2 Monitoring Report: *EL-7 Communication and Support to the Board***

2020/014 Fajemisin/Archibald

THAT the Northern Lights College Board approves the following items on the consent agenda:

- Minutes from the February 19, 2020 Open Session Meeting; and the
- Monitoring report for EL-7 Communication and Support to the Board as demonstrating compliance with reasonable interpretations of the policy. CARRIED

6. Planned Linkage with Owners**6.1 GP-3 & 4, Ownership Linkage Committee Report**

A copy of the March 2020 Ownership Linkage Committee report is available on D2L.



7. Board Education and Communication

7.1 *EL-7, President's Report to the Board* – *Kulmatycki*

President Kulmatycki provided an update on his strategic activities, meetings, and initiatives. A copy of the report is available on D2L. Topics reviewed included:

- BC Winter Games
- Indian Resource Council of Canada conference presentation (focus on initiatives with BC Hydro and Fort Nelson First Nation)
- NLC Foundation -- Interim Executive Director hired, student awards (funds to be distributed to students without formal events, sponsor inclusion, etc.) Future meeting with Petronas
- Indigenous Education initiatives (MOUs in progress, meetings, Contact North projects, etc.)
- BC Colleges – COP meetings and BC Colleges Day at the Legislature (discussions with Ministers)
- NENAS Awards – Community Partnerships (NLC) and Innovation (Dean S. Roe, working with indigenous students)
- NPSC Study – Meetings continue to take place (COVID-19 impact on timeline)
- Cyber Security – Two BC post-secondary institutions have experienced serious breaches. The Province is working with IT teams to address how to avoid breaches in the future (task force being put together).

L. Lovegreen joined the meeting.

The Executive team, Emergency Situation Response committee, Leadership team, and Faculty were thanked for their work regarding NLC's Emergency Preparedness Plan / COVID-19 Pandemic Response. A thorough update on COVID-19 response activities was provided including details regarding:

- Ministry requirements of post-secondary institutions
 - Working from home
 - Support for students (continuation of instruction through alternative delivery, etc.)
 - Essential services
 - Ministry involvement in decision making and communications
- Student housing
 - Contingency planning (self-isolation needs, emergency supplies, student supports, communication plans, space use, etc.)
- Library services
- Student supports (KeepMeSafe, tutoring, financial aid, etc.)
- Daycare
 - Daycare at Fort St. John campus closed due to staffing level requirement not met (Ministry advised)
- Delivery of instruction
 - Classes suspended March 17 and 18 to allow Faculty and Management to assess and transition to alternative delivery
 - Working closely with ITA, Ministry, and other post-secondary institutions
 - Connectivity and access to hardware being monitored
 - Communication with students ongoing
 - Petition received
- Staffing
 - Remaining in close contact with Union and PSEA
 - Complying with collective agreements in place
 - Essential services identified
 - Majority of staff working from home
 - Historical schedule of seasonal layoffs (late spring)
- International education
 - Border closure
 - Intersession
 - Working with agents
 - Housing

L. Lovegreen exited the meeting.

7.2 Board Chair Report – Holte

An overview of attendance requirements as well as the active participation in Board activities outside of meetings that is regularly demonstrated by the Vice-Chair (committee work, regular review of Board and President expenses, etc.) was provided.

2020/015 Gilbert/Fox-McGuire

THAT the Northern Lights College Board approves granting an excused absence to Board Member Andy Ackerman for the March 18, 2020 Board of Governors meeting. CARRIED

7.3 Education Council Chair Report

A copy of the March 2020 Education Council report is available on D2L.

7.4 Governance Committee Report – None**7.5 Governing in the Public Interest Training Session – Holte**

A training session for new provincially appointed Board members is scheduled for May 19 in Vancouver (we have not received confirmation if this training will go forward but anticipate a decision to be communicated in the near future). J. Fox-McGuire attended last year and stated that she found the training to be beneficial, providing an opportunity to network and learn. Board members interested in attending are asked to reach out to the Chair. A copy of the draft agenda and FAQ sheet are available on D2L.

8. Decision Items**8.1 2020-2021 Budget – Graff**

The proposed 2020-2021 budget was reviewed and discussed, including tuition rates (domestic and international). An overview of the consultations that took place regarding the International Tuition rate was provided, including why the adjustment was needed and how information was communicated to students. Budget pressures such as health tax, wage increases, amortization, increased operating costs, and anticipated funding rates were discussed. One budget assumption utilized was stable domestic and international enrolment; therefore, the budget will be closely monitored over the next few months and necessary adjustments will be made. The intersession intake will likely be impacted by COVID-19; however, management is confident the impact can be mitigated. The Board will be kept informed and an updated budget will be brought back to the Board in the summer or early fall, if required.

2020/016 Gilbert/Archibald

THAT the Northern Lights College Board accepts and approves the 2020-2021 Budget as presented. CARRIED

Keeping the public advised of important decisions on a regular basis is desired. An overview of standard press releases was provided, including the regular process of development of releases in consultation with the Board Chair, rather than of the full Board. The draft budget press-release was reviewed, and Board members provided feedback which will be incorporated in the release.

8.2 Request to Acquire – Graff

An overview of the property, value, cost, and proposed use was provided.

2020/017 Mason-Bennett/McLeod

THAT the Board of Governors consent to the acquisition of said lot known as 1408-116th Ave, Dawson Creek, BC for the purpose of a renovation project through our Enhanced Foundation Carpentry Program. CARRIED

8.3 Mandate Letter – Holte

2020/018 Archibald/Gilbert

THAT the Board of Governors instructs the Chair to sign the 2020-2021 mandate letter as presented at the meeting. CARRIED

M. Gilbert exited the meeting. A short break took place from 10:37 – 10:45 am.

9. In-Camera Session

2020/019 Fajemisin/McLeod

TO move the meeting in-camera. CARRIED

10. Board Activities

B. Kulmatycki, A. Graff, T. Bondaroff, and H. Larden returned to the meeting.

10.1 GP-11, Review Board Calendar

The April Board meeting date is being changed from April 15 to April 22. An email vote regarding the draft financial statements is anticipated for May 11. Due to the COVID-19 situation, the following events have been cancelled:

- CIGan Conference
- NLC Foundation student awards events
- NLC Gala, celebrating the service and accomplishments of staff, and the
- Labour Market Conference that was to be hosted by NLC.

10.2 Call for Representatives, Convocation 2020 – *Holte*

The importance of convocation was discussed, and the Board was updated on the suggested adjustment of the Fort Nelson ceremony to May rather than June to accommodate students who would otherwise be unavailable to participate due to joining the workforce.

The situation regarding COVID-19 is very fluid. NLC management is exploring options for convocation, including alternative formats and timelines. Some decisions for the 2020 ceremonies will be based on supplier due dates for orders. An update will be provided at the next Board meeting, once more details are known.

11. Roundtable and Information Items

T. Holte spoke about the approaching birth of his child.

12. Board Self-Evaluation Report of Meeting

J. Fox-McGuire reported on her observations of today's meeting noting that while today's meeting took place under challenging circumstances, the instructions provided at the start of the meeting assisted to ensure a productive flow with active participation in an organized fashion. Outward vision and future focus were observed.

13. Adjournment – 11:10 am

2020/023 Fox-McGuire

TO adjourn the meeting. CARRIED
