

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

PRESENT:

T. Holte, Board Chair
L. Archibald, Board Vice-Chair
T. Bondaroff, Associate Vice President Student Services & Comm. Relations
J. Drew, Associate Vice President, People & Inst. Strategy
J. Fox-McGuire, Board Member
M. Gilbert, Board Member
S. Goudie, Board Member
A. Graff, Vice President Finance and Corporate Services
H. Kaur, Student Board Member
B. Kulmatycki, President & CEO
L. Lovegreen, Vice President Academic and Research
K. Mason-Bennett, Board Member
S. McLeod, Board Member
M. Pickartz, Director of Marketing and Communication
F. Rashid, Faculty Board Member & Ed. Council Chair
H. Larden, EA to President & Board (Recorder)

ABSENT / REGRETS:

D. Fajemisin, Board Member

K. MacDonald, Support Board Member
M. Tesico, Student Board member

GUESTS/OBSERVERS:

C. Gabanna, Facilitator/Consultant (HR Atlantic)

B. Mackinnon, Observer

1. Call to Order and Territorial Acknowledgement – 1:01 pm**2. New Board Members: Welcome and Oaths of Office**

H. Kaur was welcomed to the Board and read her Oath of Office. H. Kaur is an International student from India who is enrolled in the University Arts and Sciences Associate of Science Degree program at the Dawson Creek campus.

3. Appointment of a Board Evaluator

J. Fox-McGuire was appointed.

4. Approval of Agenda

2020/069 Archibald/McLeod

THAT the Northern Lights College Board approves the October 22, 2020, agenda with the prerogative of the Chair to adjust the agenda as needed. CARRIED

5. Consent Agenda**5.1 Minutes from September 23, 2020, Open Session Meeting****5.2 Quarterly Board Expenses Report****5.3 Quarterly Review of President's Expenses Report**

2020/070 Gilbert/Mason-Bennett

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

- Minutes from the September 23, 2020 Open Session meeting;
- Quarterly Board Expense Report; and the
- Quarterly Review of the President's Expenses Report. CARRIED

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

President Kulmatycki provided an update on outreach activities with local First Nation communities, as this O-Link activity was delegated to him. Meetings have taken place with Fort Nelson First Nation and a meeting with Sauteau First Nation is scheduled for November.

7. Board Education and Communication

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

President Kulmatycki updated the Board regarding his strategic activities and initiatives, including some of the following (report is available on D2L):

- The first positive Covid-19 case at the College was reported this morning. Northern Health is actively involved, and protocols are being followed;
- The updated budget has been implemented. The amended budget has been implemented and the small number of resulting layoffs are now completed;
- Planning for what educational activities will look like for April – December 2021 has begun;
- The impact of the ITA's possible discontinuation funding for Cook Level 2 on NLC was reviewed;
- Coast Mountain College's collaborative *Contact North* pilot project was discussed;
- The Doig River First Nation super Wi-Fi project utilized funding received from the MasterCard Foundation. Installation was completed this past weekend;
- An overview of current registration headcounts was provided. The Board was reminded of programs that have continuous intake and the various reporting periods utilized;
- An update on new programming (planned, under development, etc.) was provided. Programs taking place on-campus were discussed (i.e. labs, ESL) as well as the laptop loaner program;
- The first offering of the human resources department's new live, on-line new employee orientation took place this month;
- The College's application to complete study on agriculture labour trends and needs in northern BC Study has been approved;
- An update on NLC's rodeo team was provided. A link to a video is posted on D2L as well as an update report regarding athletics;
- A progress update on capital projects taking place at the College was provided that includes:
 - The basement project at the Dawson Creek campus;
 - Demolition of decommissioned buildings on the Dawson Creek campus (completed);
 - Improvements to landscaping, sidewalks, and parking lots in order to achieve increased accessibility to campuses;
 - Drainage project at Dawson Creek student housing;
 - Ventilation upgrades in the cutting and grinding room of the trades training centre;
 - Secure keyless access upgrades on the Dawson Creek campus;
 - Science labs on the Fort St. John campus (nearing completion);
 - HVAC system software upgrades (all campuses); and
 - UNBC's upgrades to facilities on the second floor of the Industry Training Centre on the Fort St. John campus (needed for delivery of the nursing program).

7.2 Board Chair Report – *Holte*

Chair Holte has had discussions with PSEC regarding the motion that was defeated at the September Board meeting, where it was acknowledged that NLC's current compensation plan is in compliance. The first informal meeting of BC post-secondary Board Chairs took place this week, where common issues such as deficit spending were discussed.

7.3 Education Council Chair Report – *Rashid*

Faisal provided an update on Education Council activities, including decisions from the September 23, 2020, Education Council meeting. All four student positions on the Education Council have been filled.

7.4 Governance Committee Report – *Holte*

The Board has completed their annual self-evaluation via a survey that was reviewed during the retreat. Policy compliance was also discussed on the first day of the retreat (October 21), which will be reported on at the November Board meeting. Recommended policy wording updates for EL-2 will be included in the November report.

8. Decision Items**8.1 Audit Services Contract Extension – Graff**

A copy of the original RFP is on D2L. In December 2017, the Board appointed Sander Rose Bone Grindle LLP for external audit services for a three-year period, commencing with the 2017-2018 fiscal year. This appointment has now concluded. The RFP included an option for a 2-year extension, which would cover the 2020-2021 and 2021-2022 fiscal years.

2020/071 Gilbert/Fox-McGuire

THAT the NLC Board renews the appointment of Sander Rose Bone Grindle LLP for external audit services for Northern Lights College for a two-year period, commencing with the 2020-2021 fiscal year. CARRIED

8.2 Monitoring Report: EL-4 Financial Condition

2020/072 Archibald/Fox-McGuire

THAT the Northern Lights College Board accepts and approves the monitoring report for EL-4 Financial Condition as:

- (1) Demonstrating compliance with reasonable interpretations of the policy for EL-4.0 and EL-4.3 through EL-4.7, and*
- (2) failing to demonstrate compliance of EL-4.1 and 4.2 of which non-compliance was ratified by the Board and was caused by extraordinary circumstances outside of the President's control (i.e. COVID-19 pandemic). CARRIED*

9. Board Activities**9.1 GP-11, Review Board Calendar**

The next meeting is scheduled for November 18. The proposed schedule of Board meetings for 2021 was reviewed and accepted. A copy is available on D2L.

10. Roundtable and Information Items – None**11. Board Self-Evaluation Report of Meeting**

J. Fox-McGuire reported on her observations during today's meeting, including appreciation for the Chair's continuous monitoring of the chat feature and sharing comments, inclusion of all Board members, and future planning.

12. In-Camera Session

2020/073 Rashid/McLeod

TO move the meeting in-camera. CARRIED


B. Mackinnon and M. Pickartz exited the meeting (2:34 pm.)

13. Adjournment – 2:53 pm

2020/077 Fox-McGuire

TO adjourn the meeting. CARRIED


Tyler Holte
Board Chair


Holly Larden
Executive Assistant to the President & Board