

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

## PRESENT:

T. Holte, Board Chair	J. Kaur, Student Board Member
A. Florita, Student Board Member	B. Mackinnon, Faculty Board Member
A. Graff, Vice President Finance and Corporate Services	K. Rabel, Support Board Member
D. Fajemisin, Board Member	L. Archibald, Board Vice-Chair
F. Rashid, Education Council Chair	S. Clerk, Acting Vice President Student Services and Community Relations
J. Drew, Vice President People & Inst. Strategy	S. McLeod, Board Member
J. Fox-McGuire, Board Member	S. Goudie, Board Member
M. Gilbert, Board Member	T. Bondaroff, President and CEO
	H. Larden, Executive Assistant to the President & Board (Recorder)

## GUESTS:

R. Moran, Chief Information Officer	C. Steeves, Director of Marketing, Comm., and Prosp. Student. Engagement
-------------------------------------	--

---

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

### 2. Appointment of Board Evaluator

K. Rabel was appointed as Board evaluator.

### 3. Approval of Agenda

2022/042 Goudie/Archibald

THAT the Northern Lights College Board approves the August 31, 2022, agenda with the prerogative of the Chair to adjust the agenda as needed. CARRIED

F. Rashid joined the meeting (9:05 am.)

### 4. Presentation(s)

#### 4.1. Cyber Security – R. Moran, Chief Information Officer, Northern Lights College

R. Moran provided an overview of Northern Lights College's IT modernization between 2012 and 2015, restructuring and modernization that took place between 2017 and 2021, as well as the current status of our IT infrastructure.

A. Florita joined the meeting (9:10 am.)

Cyber security awareness is promoted proactively through initiatives such as the new employee orientation, training, and informational emails. Legacy resources were reviewed. Attracting and retaining talent has a significant impact on IT services.

### 5. Consent Agenda

- 5.1. Minutes from the May 18, 2022, Open Session Meeting
- 5.2. Minutes from the June 8, 2022, Special Email Vote (Acquisition of Property)
- 5.3. Minutes from the June 29, 2022, Special Email Vote (Q1 Financial Forecast)
- 5.4. Quarterly Board Expense Report
- 5.5. Quarterly Review of President's Expenses
- 5.6. Monitoring Report: EL General Executive Constraint
- 5.7. Monitoring Report: EL-1 Treatment of Students
- 5.8. Monitoring Report: EL-4 Financial Condition
- 5.9. Monitoring Report: EL-8 Emergency Executive Succession
- 5.10. Monitoring of the Ends: E Mission

2022/043 Fox-McGuire/McLeod

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

- Minutes from the May 18, 2022, Open Session meeting;
- Minutes from June 8, 2022, Email Vote;
- Minutes from June 29, 2022, Email Vote;
- Q1 Board Expenses Report;
- Q1 President's Expenses Report Review; and
- The monitoring reports for EL General Executive Constraint, EL-1 Treatment of Students, EL-4 Financial Condition, EL-8 Emergency Executive Succession, and E Ends (Mission), as demonstrating compliance with reasonable interpretations of the policies. CARRIED

## 6. Planned Linkage with Owners

### 6.1. GP-3 & 4, Ownership Linkage Committee Report – None

The composition of the committee will be discussed during the Chair's report.

D. Fajemisin joined the meeting (9:24 am.)

## 7. Board Education and Communication

### 7.1. EL-7, President's Report to the Board – Bondaroff

President Bondaroff updated the Board on his strategic activities, meetings, and initiatives, which included information on:

- BC Colleges (meetings, funding review, and the Future Ready plan);

J. Kaur joined the meeting (9:31 am.)

- The CICan Leadership Institute for Presidents that President Bondaroff attended in July;
- Northern Post Secondary Council meetings and initiatives;
- Registrations / enrollment;
- Health care programming (including foreign trained medical professionals);
- Events for students and staff taking place in September (orientations, welcome fest BBQs, Orange Shirt Day, etc.)

S J. Kaur exited the meeting (9:56 am.)

The written report (available on D2L) also shared information on:

- The College Finals Rodeo held May 19 – 21, 2022;
- NLC's rodeo taking place October 8 and 9, 2022;
- 2022 in-person convocation ceremonies held;
- Community engagement activities that took place in the summer (International Air Show in Fort St. John; Fall Fair and parade in Dawson Creek); and
- An update on NLC Foundation activities.

S. McLeod exited the meeting (10:01 am.)

### 7.2. Board Chair Report – Holte

Chair Holte provided an update on his trip to Whitehorse and Atlin including information on community needs (pathways for high school education/upgrading/entry to post-secondary, internet access for the community, bandwidth / video-conferencing access.) A tour of Yukon University took place and well as meetings with leadership members.

Committee membership is set annually, and typically occurs at the August Board meeting. The Board has two standing committees (Ownership Linkage and Governance). Members were asked to identify the committee(s) they were interested in sitting on. Committee composition for 2022-2023 is as follows:

- Ownership Linkage (O-Link)
  - K. Rabel
  - D. Fajemisin
  - T. Holte (ex-officio)



- T. Bondaroff (ex-officio)
- The President will assign a Senior Executive member
- Governance Committee
  - T. Holte
  - L. Archibald
  - J. Fox-McGuire
  - S. Goudie
  - S. McLeod
- Education Council
  - M. Gilbert will be the ex-officio Board representative
- NLC Foundation Board
  - D. Fajemisin will be the ex-officio Board representative

Members are welcome to join additional committee(s). Interest can be directed to the Chair.

**7.3. Education Council Chair Report** – Rashid

An update was provided on the June 2022 meeting. Rob-Roy Douglas will assume the role of Education Council Chair on September 1, 2022.

**7.4. Governance Committee Report** – None

**8. Decision Items**

**8.1. NLC Strategic Plan** – Bondaroff / Drew

An update on strategic planning activities was provided, including consultation that has taken place across the institution (faculty, support staff, leadership). The mission, vision, and values remain as-is. An additional pillar regarding Indigenization has been added and clarity has been incorporated into the pillars and their descriptions. Work continues on the operationalization (cascading goals, etc.) of the broad plan outlined in the pillars. Feedback received from the key stakeholder engagement that has occurred, and will continue to occur, will be utilized throughout the remaining steps.

[2022/044 Archibald/Fajemisin](#)

[THAT the Northern Lights College Board approves the strategic plan pillars and descriptions as presented. CARRIED](#)

**8.2. Statement of Financial Information (SOFI Report)** – Graff

The SOFI report was reviewed, including public posting/accessibility requirements.

[2022/045 Fajemisin/Fox-McGuire](#)

[THAT the NLC Board accepts the Statement of Financial Information report as presented to be signed by the Board Chair for submission to the Ministry. CARRIED](#)

**9. Board Activities**

**9.1. GP-11, Review Board Calendar** – Holte

The in-person Board Training and Planning retreat will be held at the Pomeroy hotel in Fort St. John on October 19 and 20, 2022. The tentative schedule is as follows:

- Wednesday – Full day (9 am – 4 pm)
- Thursday – Half day retreat followed by the October Board meeting
  - 9 am – noon: Retreat
  - Noon – 1 pm: Lunch
  - 1 – 3 pm: Board meeting

The Chair will be seeking feedback from Board members regarding topics for discussion/inclusion in the retreat. Including an Indigenous component to the agenda (i.e., half-day session) is desired.



Calendar Invitations will be sent out within the next two weeks. Please advise H. Larden by September 15 if you require a hotel in Fort St. John.

Board members are invited to attend the welcome back BBQ events in September (Sept. 7, Dawson Creek, 4 – 7 pm; Sept. 8, Fort St. John, 4 – 7 pm.) Please RSVP by Sept. 5 to [lirvine@nlc.bc.ca](mailto:lirvine@nlc.bc.ca) to attend one or both events.

An email vote is anticipated in mid-to-late-September to approve the Q2 financial forecast.

The NLC rodeo will take place October 8 and 9 in Dawson Creek at the Lakota Agriplex. Board members are invited to attend. More details will be shared via email in the coming weeks.

**9.2. Audit Services** – Graff

An RFP for audit services will be posted on BC Bid soon. L. Archibald will sit on the review panel.

**10. Roundtable and Information Items**

A copy of the 2021/2022 Board remuneration disclosure that was submitted to the Ministry this summer and posted on the College's website as required is available on D2L.

An NLC staff golf tournament will be held in Fort St. John on September 16. Board members are invited to participate if desired. To arrange for your complementary registration, please advise H. Larden by Sept. 8<sup>th</sup>. A copy of the invitation is available on D2L.

**11. Board Self-Evaluation Report of Meeting**

K. Rabel reported on his observations made during today's meeting, which included an outward vision, encouragement in diversity of viewpoint, clear distinction of Board and Presidential roles, and collective decisions.

**12. In-Camera Session**

[2022/046 Archibald/Rabel](#)

[TO move the meeting in-camera. CARRIED](#)

R. Moran and C. Steeves exited the meeting (11:20 am.)

**13. Adjournment** – 11:54 am

[2022/049 Gilbert](#)

[TO adjourn the meeting. CARRIED](#)