

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

**PRESENT:**

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

**GUESTS:**

C. Wallace, Human Resources Confidential Secretary	L. Borek, Executive Director of the Northern Lights College Foundation
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**1. Call to Order and Territorial Acknowledgement – 9:01 am****2. Presentation(s)****2.1 Northern Lights College Foundation Update**

L. Borek presented information regarding activities of the Foundation. The Foundation has moved to an online platform for award management. Students can now apply online, which is less onerous on students. Staff can also adjudicate online, streamlining the process. Growth in award opportunities was discussed as well as the impact of awards and bursaries on our students. Foundation Board composition and staffing was reviewed as well as their strategic plan, priorities, and initiatives. A copy of their annual report is available on D2L.

**3. Appointment of a Board Evaluator**

J. Fox-McGuire was appointed.

**4. Approval of Agenda**

2023/001 Rabel/Goudie

THAT the Northern Lights College Board approves the February 15, 2023, agenda with the prerogative of the Chair to adjust the agenda as needed. Carried

**5. Consent Agenda****5.1 Minutes from the December 14, 2022, Open Session Meeting****5.2 Quarterly Board Expenses Report****5.3 Quarterly Review of President's Expenses****5.4 Monitoring Report: EL-4 Financial Condition****5.5 Monitoring Report: EL-10 Land Use****5.6 Reasonable Interpretations: EL-3; EL-5.6, 5.7, and 5.7.1; EL-6**

2023/002 Fajemisin/Fox-McGuire

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

- Minutes from the December 14, 2022, Open Session meeting;
- Quarterly Board Expense Report for Q3;
- Quarterly Review of the President's Expenses Report for Q3;
- The monitoring reports for EL-4 Financial Condition and EL-10 Land Use as demonstrating compliance with reasonable interpretations of the policies; and
- The Reasonable Interpretations for EL-3 Financial Planning, EL-5.6, 5.7, and 5.7.1 Asset Protection, and EL-6 Compensation and Benefits, as reasonable interpretations of the policies. Carried

## 6. Planned Linkage with Owners

### 6.1 GP-3 & 4, Ownership Linkage Committee Report

Engagement activities have taken part in Dawson Creek, Fort St. John, and Chetwynd (which included attendance from individuals from Tumbler Ridge). An event will take place in Fort Nelson this afternoon. Potential event attendance as a linkage opportunity was discussed. Linkage opportunities with organizations historically are at a Board-to-Board level.

## 7. Board Education and Communication

### 7.2 Board Chair Report

Correspondence received included letters from the Fort Nelson Chamber of Commerce (requesting a meeting to discuss international students at the Fort Nelson campus), the Minister of State (acknowledging the letter of congratulations from Northern Lights College and expressing interest in setting up a meeting), and the Minister of Post-Secondary Education and Future Skills (acknowledging the letter of congratulations from Northern Lights College). Copies are posted on D2L.

### 7.3 Education Council Chair Report

R. Douglas provided an update of Education Council activities (copy of written report available on D2L), including terms ending and elections to take place.

R, Kaur joined the meeting (9:28 am)

## 8. Welcome and Oath of Office

Ramanpreet Kaur was welcomed, told the Board a little about herself, and performed her oath of office.

## 9. Board Education and Communication, Continued

### 9.1 EL-7, President's Report to the Board

President Bondaroff provided an update of his strategic activities, meetings, and initiatives which included:

- Strategic Plan
  - The launch date for the new strategic plan is scheduled to take place on April 1, 2024
  - Work continues on definition of the pillars and goals
  - Progress on **Strategic Pillar #1 – Student Journey** (Students will say, “We belong here.”) Goal #1.1 - Make students entry into NLC a smooth and positive experience, was reported on. The working group has been meeting to identify operational improvement projects, such as a communication audit to fill in gaps for students as they transition from application, enrolment, to registration and attendance. Use of student surveys were also discussed
  - Progress on **Strategic Pillar #2 - Responsive Programming** (Students will say, “NLC meets our needs.”) Goal #2.2 – Offer accessible and flexible programming, was reported on. Contract training offerings through Continuing Education has taken place on some Indigenous communities. Access to Practical Nursing is being delivered – this is a laddering program for individuals moving from Health Care Assistant to Practical Nursing. Meetings with an industry partner have taken place to discuss contract training opportunities for the Oil and Gas Field Operator Training program
  - Progress on **Strategic Pillar #5 – Community Connections** (Communities will say, “This is our college.) Goal #5.2 - Revitalize smaller campuses, was reported on. The Business Management Certificate and Diploma will be offered with in-person instruction at the Chetwynd campus, starting Fall 2023. To support this programming expansion, a group of 16 – 24 international students will begin the diploma program in Chetwynd. The Atlin campus will re-open, with an opening ceremony on March 9. College and Career Preparation instruction will be available on campus, with a new instructor recently hired. Letters of support have been received to run Automotive Services Tech in Fort Nelson starting in February 2024. A request for year-end funding has been submitted to support the delivery of this program. The Cook Training program started in January 2023 in Fort Nelson. Essential Skills programming was being completed at the Fort Nelson campus, and after that the students were



moving to Chalo School for the professional cook program. The project house for the Enhanced Carpentry Foundation program has been completed, an open house took place, and is now listed for sale

- Community and Staff Engagement / Strategic Planning Refresh
  - Based on connections made at events that have taken place, a meeting in Hudson's Hope has been scheduled. Administration is following up on leads from these events, and will do so with feedback from the Fort Nelson event as well
  - An all-staff meeting will take place on February 24 to review the updated strategic plan where details regarding the further development of operationalizing plans and processes, which staff will be actively included in, will shared
- The new Vice President of Academic and Research, Dr. Tara Hyland-Russell, will start on February 21
- The new Dean of Continuing Education, Chante Patterson-Elden, will start on April 3
- The search for the Associate Vice-President of Educational Services is in progress
- A celebration ceremony for students who completed their programs in between September 2022 and January 2023 took place in January. Possible future improvements were discussed
- A trip to Japan for meetings with partners has been scheduled, where updating MOAs will be addressed
- A copy of the President's report is available on D2L, which includes additional information items, such as:
  - Canada Learning Bond initiative update
  - 50-30 Challenge initiative update
  - Monthly Elders on Campus initiative update
  - Alumni activities

## 9.2 Governance Committee Report

A meeting of the committee will be scheduled, and an update is anticipated at the next meeting, along with wording suggestions for updates to the Ends policy.

## 10. Decision Items

### 10.1 2023-2024 Board Budget

The briefing note and workbook for the proposed budget for the 2023-2024 budget year is available on D2L. Working group members were thanked for their work. The proposed budget was discussed.

[2023/003 Gilbert/Fox-McGuire](#)

[THAT the NLC Board of Governors accepts the proposed 2023/2024 Board Budget Version 4 as presented. Carried](#)

## 11. Board Activities

### 11.1 GP-11, Review Board Calendar

The next meeting will be held on March 15, 2023, in Dawson Creek with distance participation available via Teams.

The Chair's term will end July 31, 2023. Appointed members are encouraged to consider interest in running for Chair.

### 11.2 April 2023 Board Training Opportunities and Attendance

- Post-Secondary Governance Workshop (April 17, Vancouver)
- CIGan Conference (April 23 – 25, Montreal)

Members are asked to express interest in attending either (or both) of these training opportunities to H. Larden by the first week of March.

## 12. Roundtable and Information Items

Copies of the following documents are available on D2L:

- Practical Nursing Program Review Letter & Report
- NLC Foundation Newsletter
- Dawson Creek Housing Renovations
- Dawson Creek Daycare Expansion



- Institutional Accountability Plan & Report Letter of Acknowledgement

The reaction of students, staff, and community members regarding the Board and Administration's presence in Fort Nelson and on the campus, was discussed. The tour of Fort Nelson taking place the afternoon of February 15 was discussed.

### **13. Board Self-Evaluation Report of Meeting**

J. Fox-McGuire reported on her observations at today's meeting noting strategic leadership, collective decisions, proactivity, and noted the importance of hosting the Board meeting in a smaller campus.

L. Borek exited the meeting (11:18 am)

### **14. In-Camera Session**

2023/004 Archibald/Fox-McGuire

TO move the meeting in-camera. Carried

### **15. Adjournment – 11:38 am**

2023/007 Kaur

TO adjourn the meeting. Carried