

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

PRESENT:

L. Archibald, Board Chair	K. Ghostkeeper, Board Member
A. Graff, Vice President Finance & Corp. Services	K. Rabel, Support Board Member M. Gilbert, Board Member
A. Mehta, Student Board Member	P. Berg, Board Member
B. Mackinnon, Faculty Board Member	S. Clerk, Associate Vice President, Educational Services
C. Brown, Board Member	M. Gilbert, Board Member
J. Drew, Vice-President Comm. Rel. and Inst. Strategy	R. Douglas, Education Council Chair
J. Fox-McGuire, Board Vice-Chair	S. Goudie, Board Member
J. Moore, Board Member	T. Bondaroff, President and CEO
	H. Larden, Executive Assistant to the President and Board (Recorder)

ABSENT:

T. Best, Board Member	R. Bernardo, Student Board Member
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1. Call to Order, Territorial Acknowledgement, Welcome, and Oaths of Office – 9:01 am

The territorial acknowledgement was performed, and three new Board members were welcomed and invited to introduce themselves.

- P. Berg was born in Dawson Creek, is a member of Saulteau First Nations, where she worked as the controller for several years and retired from in June 2023
- K. Ghostkeeper is from Chetwynd, where she works in the coal industry in community relations for Conuma Coal
- A. Mehta is originally from India and is in the Business Management, Accounting program on the Fort St. John campus

The new Board members performed their Oaths of Office.

2. Appointment of Board Evaluator

R. Douglas was appointed.

C. Brown and J. Moore joined the meeting.

3. Presentation(s)**3.1. Employee Engagement Survey Review – J. Drew, VP Community Relations & Institutional Strategy**

An overview of the results of the 2023 employee engagement survey was provided, including an analysis of the data, areas of focus, and plans for action informed by the report. A copy of the presentation is available on D2L.

4. Approval of Agenda

2023/056 Fox-McGuire/Moore

THAT the Northern Lights College Board approves the October 27, 2023, agenda with the prerogative of the Chair to adjust the agenda as needed. Carried

5. Consent Agenda**5.1. Minutes from the October 27, 2023, Open Session Meeting****5.2. Monitoring Report: EL-5 Asset Protection**

2023/057 Gilbert/Moore

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

- Minutes from the October 27, 2023, Open Session Meeting; and
- The monitoring report for EL-5 Asset Protection, as demonstrating compliance with reasonable interpretations of the policy. Carried

6. Planned Linkage with Owners

6.1. GP-3 & 4, Ownership Linkage Committee Report – Rabel

The committee met once in November where K. Rabel was appointed as Chair, reviewed the invitation list for the Board luncheon, and future engagement events were discussed. The committee will meet in January to discuss the creation of an annual plan (engagement plan).

7. Board Education and Communication

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

President Bondaroff provided an update on his September and October activities (written report is available on D2L), which included information on:

- Strategic Plan
 - Strategic Pillar #1 – Student Journey (Students will say, “We belong here.”) Goal #1.1 – Make students entry into NLC a smooth and positive experience
 - Student Advisory Committee meeting (terms of reference available on D2L)
 - Open houses in Fort Nelson, Chetwynd, Fort St. John and Dawson Creek
 - Strategic Pillar #2 – Responsive Programming (Students will say, “NLC meets our needs.”) Goal #2.2 – Offer accessible and flexible programming.
 - Dual Credit Working Group
 - Career Teams meeting (NLC, School Districts #59 and 60)
 - Curriculum development in progress
 - Strategic Pillar #5 – Community Connections (Communities will say, “This is our college.”) Goal #5.2 – Revitalize smaller campuses.
 - Applied Business Technology program in Fort Nelson (starting in February 2024)
 - Automotive Service Technician Level 1 in Fort Nelson (starting in February 2024)
 - Faculty member in place for the Chetwynd Business Management cohort
 - YETS cohort in Chetwynd (starting February 2024)
 - Student Journey SG 1.3 – Work with students to develop a vibrant campus experience
 - Fort St. John space plan
 - Potential for student housing, gymnasium, etc.
 - Refresh on housing assessment for Fort St. John and Chetwynd
 - People and Culture SG 4.1 – Evolve NLC’s culture into one grounded in accountability, continuous improvement, and collaborative problem solving
 - Cyber incident response plan
 - Employee engagement survey
 - Community Connections SG 5.1 – Strengthen mutually beneficial relationships with the communities NLC serves
 - Potential Chetwynd Community Economic Development and Workforce Project
 - Meeting with Metis Nation BC
 - 50 – 30 Challenge project

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

- Strategic meetings
- Fundraising through the Northern Lights College Foundation
- Santa Claus parade and tree light up in Fort St. John
- Live student cooking demonstration in Dawson Creek
- NLC Teepee raising
- Food drive



7.2. Board Chair Report – Archibald

Board Chair Archibald provided an update on her September and October activities (written report is available on D2L), which included information on:

- Feedback on October Board retreat (members in attendance commented on their observations)
- Quarterly Colleges and Universities Chairs’ meeting, including discussions regarding CABRO
- NLC’s newly appointed Board members, CABRO request for positions, timing and process
- Indigenous Chairs and cultural safety training
- Meetings with the President
- Upcoming courses / training opportunities available to Board members
 - Governing in Public Interest
 - PSI Board Governance workshop
 - Online training
 - 2024 CICan conference

There is still an opening for a Board representative to sit on the Northern Lights College Foundation Board as an ex-officio member. Members are asked to advise the Chair if they are interested in this position.

Board representation on Honorary Associate of Arts Degree (HAAD) committee was discussed. This year’s representative will be Stephanie Goudie.

7.3. Education Council Chair Report – Douglas

R. Douglas provided an update on Education Council activities (copy of the written report is available on D2L) which included information on:

- Curriculum approval for the ESHS 037 course (Essential Skills for the Health Sciences)
- Updated terms of reference on the Education Council’s Governance Committee
- Changes to standing agenda items to increase understanding of current developments
- Work underway on the Education Council Curriculum Sub-Committee terms of reference
- Challenges on filling membership on subcommittees
- Virtual meeting of the provincial Academic Governance Council
 - Indigenous representation
 - Registrar as a voting or non-voting member
 - Artificial Intelligence (policies, etc.)

7.4. Governance Committee Report – Fox-McGuire

J. Fox-McGuire provided an update on Governance Committee activities. A copy of the report, markups of the reviewed policies, as well as clean copies of the policies with the proposed changes.

Discussion took place and the following additional edits were made:

- GP-1, first line changed to read, “We believe that the region as a whole, each community within the region, and each individual within the community, must be prepared for the ever-changing future as they relate to education, employment, future business needs, and pursuit of self-actualization.”
- GP-4, 2.1 changed to read, “Gathering input from representatives of diverse communities and organizations.”
- GP-6, 1 changed to read, “Board committees are to help the Board fulfil its mandate and oversee financial viability and health of the College and benefit to the region we serve. Committees will assist the Board by preparing policy alternatives and implications for Board deliberation and to oversee specific governance related mandates.”



- GP-9, 2.2 to read, “When the Board is to decide upon an issue, about which a member has an unavoidable conflict of interest, that Governor must recuse themselves during the discussion and voting segment of the meeting.”

These edits were applied to the impacted policies and the report was updated to reflect these changes. GP-7.2 and GP-8 were identified as requiring additional review; therefore, were removed from the list of recommended changes.

2023/058 Moore/Goudie

THAT the Northern Lights College Board has reviewed the December 2023 Governance Committee report and accepts the compliance review findings and recommendations for GP-7; and the wording review findings and recommendations for GP, GP-1, GP-2, GP-3, GP-4, GP-5, GP-6, GP-7, GP-7.3, GP-9, and GP-10, effective immediately. Carried

7.5. Risk Assessment / Information on Publicly Available Timetables – Todd Bondaroff

The briefing note (available on D2L) was reviewed, which provided an update on work taking place to address this issue.

8. Decision Items

8.1. Q3 Financial Forecast – Graff

2023/059 Goudie/Fox-Mc-Guire

THAT the NLC Board of Governors accepts the Q3 Financial Forecast as presented, and that the NLC Board Chair signs the Forecast Confirmation document to the Ministry of Post-Secondary Education and Future Skills. Carried

8.2. Request to Acquire (Purchase of Lot for Carpentry Program Project House) – Graff

2023/060 Rabel/Moore

THAT the Board of Governors consent to the acquisition of said lot known as 1804 82 Ave, Dawson Creek, BC for the purpose of constructing a residential house through our Enhanced Foundation Carpentry Program. Carried

9. Board Activities

9.1. GP-11, Review Board Calendar – Archibald

The annual Board luncheon will take place immediately following the today’s meeting. A Board meeting is not scheduled in January. The next Board meeting will take place on Wednesday, February 21, 2024, from 9 am – 12:30 pm. The meeting will be held in FSJ, with distance participation available via Teams.

9.2. Establishment of a Board Budget 2024-2026 Working Group – Archibald

A call for volunteers to be on the working group for next year’s Board budget was issued. The working group is usually composed of three Board members. This year’s working group members will include P. Berg and B. Mackinnon. Board members are asked to advise H. Larden if they are interested in joining the group, as having a third member is desired.

9.3. Board Participation / Attendance at the 2024 CIGan Conference – Archibald

The 2024 CIGan Conference will take place April 29 – May 1, 2024, in Calgary. Details regarding the schedule and travel are included on the information sheet available on D2L as well as on the CIGan website (<https://www.collegesinstitutes.ca/event/2024-cigan-connection-conference/>). Members are asked to submit their expressions of interest in attending to H. Larden by December 20, 2023.

10. Roundtable and Information Items

The recent announcement regarding changes in the study permit program (proof of savings requirement, part-time employment) was discussed. NLC is monitoring the situation; however, the College currently has an overabundance of applicants verses available seats.

11. Board Self-Evaluation Report of Meeting – Douglas

R. Douglas reporting on his observations at today's meeting, noting an emphasis on improvements and future activities and a clear distinction between the Board and President's role.

12. In-Camera Session

2023/061Fox-McGuire/Moore

TO move the meeting in-camera. Carried

13. Adjournment 12:02

2023/064 Goudie

TO adjourn the meeting. Carried