

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

**PRESENT:**

T. Holte, Board Chair	M. Gilbert, Board Member
A. Graff, Vice President Finance & Corp. Services	R. Douglas, Education Council Chair
B. Mackinnon, Faculty Board Member	R. Kaur, Student Board Member
J. Drew, Vice President Comm. Rel. & Inst. Strategy	S. Clerk, Associate Vice President Educational Services
J. Fox-McGuire, Board Member	S. Goudie, Board Member
K. Rabel, Support Board Member	S. McLeod, Board Member
M. Andaya, Student Board Member	T. Bondaroff, President and CEO
L. Archibald, Board Vice-Chair	T. Hyland-Russell, Senior Vice President Academic and Research
	C. Wallace, Confidential Secretary to Human Resources (Recorder)

**ABSENT:**

D. Fajemisin, Board Member

**GUESTS:**

M. Roque, KPMG  
C. Steeves, Director of Marketing, Comm., and Prospective Student Engagement  
W. Stokes, Registrar

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**1. Call to Order and Territorial Acknowledgement – 8:58 am****2. Appointment of Board Evaluator**

S. McLeod was appointed as Board evaluator for today's meeting.

**3. Approval of Agenda**

[2023/022 MacKinnon/Archibald](#)

THAT the Northern Lights College Board approves the May 17, 2023, agenda with the prerogative of the Chair to adjust the agenda as needed. Carried

**4. Auditors – Micaela Roque, KPMG****4.1. 2022-2023 Audited Financial Statements**

The auditor presented an overview of the audit conducted and the financial statements provided.

The following attendees entered an MS Teams breakout room at 9:23 am to have a confidential conversation: T. Holte, L. Archibald, J. Fox-McGuire, S. McLeod, M. Gilbert, S. Goudie, R. Kaur, M. Andaya, K. Rabel, B. Mackinnon, R. Douglas and the Auditor, M. Roque.

[2023/023 Archibald/McLeod](#)

TO move the meeting in-camera. Carried

The MS Teams breakout room concluded at 9:33 am and participants returned to the regular meeting.

[2023/025 Archibald/Fox-McGuire](#)

THAT the Northern Lights College Board accepts the External Audit Report presented by KPMG, which includes the Financial Statements for the period ending March 31, 2023. Carried

M. Roque was thanked and exited the meeting at 9:35 am.

**5. Presentation: International Travel Update – Bondaroff / Clerk**

President Bondaroff reported on the APAIE and BC and Alberta Colleges Ireland FAM trip highlights. S. Clerk reported that three (3) partnership MOUs were renewed during the mission to Japan.

**6. Consent Agenda**

- 6.1. Minutes from the March 15, 2023, Open Session Meeting
- 6.2. Sexual Violence and Misconduct Policy Report
- 6.3. Quarterly Board Expense Report
- 6.4. Quarterly Review of President's Expenses
- 6.5. Borrowing Resolution



- 6.6. Monitoring Report, EL-2 Treatment of Staff
- 6.7. Monitoring Report, EL-9 Access to Education Except EL2.6

2023/026 Fox-McGuire/Goudie

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

- Minutes from the March 15, 2023, Open Session meeting;
- The 2023 Sexual Violence and Misconduct Policy Report;
- The Quarterly Board Expenses Report;
- The Quarterly Review of President's Expenses report;
- That the Board Chair signs the Borrowing Resolution document as presented;
- Except for the report EL-2.6, the monitoring report for EL-2 Treatment of Staff and EL-9 Access to Education as demonstrating compliance with reasonable interpretations of the policies.
- Consideration of the report for EL-2.6 shall be adjourned to the next Board meeting. Carried

**7. Planned Linkage with Owners**

- 7.1. GP-3 & 4, Ownership Linkage Committee Report – Rabel  
Working to consolidate information groups that the O-link committee could be interested in and potential outreach that could be done. An email to O-link committee members for consideration and discussion will be forthcoming. By the next meeting, the committee will have a plan that identifies groups we are interested in contacting and what events could overlap and bring together.

**8. Board Education and Communication**

- 8.1. 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:
  - Update on the Fort St John evacuation alert and a summary of Northern Lights College's evacuation plans for students if an evacuation order is implemented.
  - Introducing Scott Clerk as the new Associate Vice President of Educational Services
  - Highlight on key strategic pillars and key strategic goals
  - Future Ready Skills Grant

A copy of the written report is on D2L and includes updates/information on:

- NLC/UNBC strategic partnership opportunities and UNBC's Regional Advisory Council meeting
- Ministry of PSEFS International Credential Recognition Workshop series
- NLC all-staff budget presentation
- Kenya delegation visit to NLC
- NLC rodeo team send off celebration and Fall 2023 rodeo announcement
- NLC service awards gala
- Monthly Indigenous Elders on Campus program

- 8.2. Board Chair Report – None
- 8.3. Education Council Chair Report – Douglas  
Reported on highlights from the April 26, 2023, meeting. A copy of the written report is on D2L.
- 8.4. Governance Committee Report – Fox-McGuire  
It was noted that the Board is behind in reviewing GP 7-3 Governance Committee Terms of Reference.



The May 2023 Governance Committee report was reviewed, which detailed the committee's compliance review of the following policies:

- GP-7.3 Governance Committee Terms of Reference
- GP-8 Governance Succession
- GP-9 Code of Conduct
- GP-10 Investment in Governance
- GP-11 Board Planning Cycle and Agenda Control
- GP-12 Board and Committee Expenses and Remuneration
- GP-13 Requests for Presentation to the Board
- GP-14 Special Rules of Order

#### 2023/027 Archibald/Goudie

THAT the Northern Lights College Board has reviewed the May 2023 Governance Committee report and accepts the compliance review findings and recommendations. Carried

The question for a further motion of if anyone wants to move to amend the Terms of Reference to remove recommendations for education and succession planning on the governance committees work was not supported.

#### 8.5. Student Pavilion Update – Graff

Working with Government to receive approval for this project. Timeline is dependant on approval. A copy of the written report is on D2L and includes updates/information.

A break was taken at 10:44 am, and the meeting resumed 11:00 am.

### 9. Decision Items

#### 9.1. 2022-2023 Executive Compensation Salary Disclosure Statement – Drew

The Ministry requires Northern Light College to provide salary disclosure information on a yearly basis. A copy of the written report is on D2L and includes updates/information.

#### 2023/028 Fox-McGuire/McLeod

THAT the Northern Lights College Board approves that the Board Chair signs the Executive Compensation Disclosure Statement for 2022-2023. Carried \*

\* M. Gilbert requested that his opposed vote be recorded in the minutes. He advised that his opposition is in regard to privacy issues in posting names and salary information publicly.

#### 9.2. 2023-2027 Capital Plan – Graff

An overview of the 2023-24 – 2027-28 Capital Plan was provided. A copy of the document is available on D2L.

#### 2023/029 Fox-McGuire/Archibald

THAT the Northern Lights College Board accepts and approves the 2023/2024 – 2027/2028 Capital Plan as presented. Carried

### 10. Board Activities

#### 10.1. GP-11, Review Board Calendar – Holte

The next Board meeting is scheduled for August 30 (no regular meetings are scheduled in June or July). This is T. Holte, S. McLeod and D. Fajemisin's last meeting. The 2022-2023 Board Remuneration Disclosure is anticipated to be due in late-May/early-June; however, based on last year, a vote will not be required. Instead, an email will be sent to the Board advising of it being posted.

An email vote is anticipated in mid-June for approval of the Q1 Financial Statement. Another email vote is anticipated in late June to accept the 2022-2023 Institutional Accountability Plan and Report.



This year's Mandate Letter has not yet been received. Dependant on the date the signed letter is due to be submitted to the Ministry, an email vote may be required.

The 2023 convocation ceremonies will take place:

- May 25 in Dawson Creek (Aircraft Maintenance Hangar)
- June 1 in Fort St. John (Curling Rink)
- June 14 in Fort Nelson (Fort Nelson Campus)

All ceremonies start at 2 pm, so Board members attending are asked to arrive between 1 and 1:30 pm for gowning. If you are planning on attending, please ensure you've advised H. Larden so that a gown has been secured for you, you've been included in the processional line-up order, and you've been included in the speaking notes (since you will be acknowledged from the stage).

## 10.2. Board Elections (Chair and Vice-Chair) – Stokes

W. Stokes conducted the Board elections as outlined in the College and Institute Act. The Board was advised of the elections at the March 15, 2023, regular Board meeting. After advising the Board of eligibility requirements for the Chair and Vice-Chair, voting eligibility and procedures were explained. The terms for the Chair and Vice-Chair will be August 1, 2023 – July 31, 2024.

W. Stokes opened the nominations for Board Chair, calling for nominations three (3) times. Lori Archibald was nominated and agreed to let her name stand. Lori Archibald was declared Chair by acclamation.

W. Stokes opened the nominations for Board Vice-Chair, calling for nominations three (3) times. Judy fox - McGuire was nominated and agreed to let her name stand. Judy fox - McGuire was declared Vice-Chair by acclamation.

Congratulations were expressed to Lori Archibald (Chair) and Judy Fox-McGuire (Vice-Chair) on their election.

W. Stokes was thanked and exited the meeting at 11:22 am.

## 10.3. Report from Post-Secondary Governance Workshop – Fox-McGuire / Douglas / Mackinnon

The written report was included in the meeting package and is available on D2L.

## 10.4. Report from CIG Conference – Archibald / Fox-McGuire / Douglas / Mackinnon / Kaur

L. Archibald and R. Douglas shared keynote highlights on Artificial Intelligence. J. Fox-McGuire recommended watching the video "The Good Future". She also noted the lack of accessibility at convention centre.

## 11. Roundtable and Information Items

- Attachment 11a NLC Foundation Q1 Newsletter (available on D2L)
- Attachment 11b DC Hospital Replacement Project Update (available on D2L)
- Attachment 11c Letter from Minister Robinson (available on D2L)
- Attachment 81b Chetwynd Newsletter; see page 6 for article regarding NLC (available on D2L)
- Attachment 11d NLC Golf Tournament Info Sheet (available on D2L)
  - Board members are welcome to attend. Please advise H. Larden by May 26 if you would like to register. Tournament is on June 2<sup>nd</sup> in FSJ.
- Attachment 11e Student Success Hub opening announcement (available on D2L)
  - J. Fox-McGuire expressed that she was glad to see that the project included indigenous and inclusiveness

## 12. Board Self-Evaluation Report of Meeting

McLeod reported on her observations during today's meeting, noting:

- Outward vision rather internal preoccupation; Focused on future rather than past or present;
- Impressive to see all community events in all our campuses;
- Encouragement of diversity, Board on track to meet commitments in Truth and reconciliation;
- Strategic leadership more than administrative detail;
- Clear distinction between of Board and Presidential roles; and,
- Collective rather than individual decisions and proactivity rather than reactivity.

C. Steeves left the meeting 11:37 am.

**13. In-Camera Session**

2023/030 Goudie/Gilbert

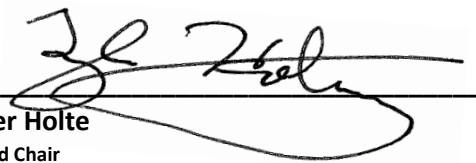
To move the meeting in-camera. Carried

**14. Adjournment – 12:42 pm**

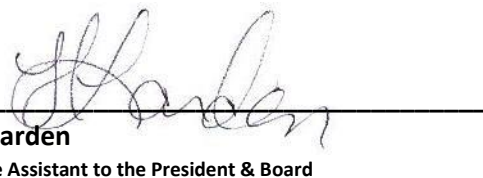
2023/035 McLeod

To adjourn the meeting. Carried

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**Tyler Holte**  
Board Chair



**Holly Larden**  
Executive Assistant to the President & Board