

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

PRESENT:

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

ABSENT:

S. Goudie, Board Member

GUEST(S):

J. Connelly, Confidential Secretary to the Vice President
S. Lutz, Executive Director, Human Resources

1. Call to Order, Territorial Acknowledgement, Welcome, and Oath of Office – 9:01 am

T. Best was welcomed to the Board, performed his oath of office, and introduced himself. Tim runs a trucking company, based in Chetwynd, and lives in Progress with his family.

2. Presentation(s)**2.1 NLC Hiring Procedures and Processes – S. Lutz, Executive Director of Human Resources**

S. Lutz provided an overview of the College's processes and procedures followed for hiring, including information on:

- Posting of employment opportunities
 - Job Descriptions
- Shortlisting and interviews
 - Preview (initial ranking)
- Hiring committees (roles, responsibilities, timelines)
 - Collective agreements (included positions)
- Candidate selection (merit, scores, seniority, education, experience, fit)
 - Follow-up interviews
 - Testing
 - Reference checking
 - Employment offer process
 - Right to appeal
- Development of updated policies (including consultation process)

The Board asked questions regarding the presentation. Topics discussed included:

- Online / remote work positions
- Hiring committee composition
- Position classifications (faculty, non-instructional faculty, support staff, excluded positions)
- Tracking of length of time between posting and closing / hiring
- Hard-to-fill positions and multiple posting / interview processes for some positions (factors, impacts)
- Policy development process and timelines

3. Appointment of a Board Evaluator

C. Brown was appointed.

4. Approval of Agenda

2024/001 Fox-McGuire/Moore

THAT the Northern Lights College Board approves the February 21, 2024, agenda with the prerogative of the Chair to adjust the agenda as needed. Carried

5. Consent Agenda

5.1 Minutes from the December 13, 2023, Open Session Meeting

5.2 Quarterly Board Expenses Report (Q3: Oct. – Dec. 2023)

5.3 Quarterly Review of President's Expenses (Q3: Oct. – Dec. 2023)

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

2024/002 Moore/Brown

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

- Minutes from the December 13, 2023, 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 – K. Rabel

The proposed 2024 – 2026 Ownership Linkage Plan was reviewed, including implementation strategies. A copy of the report is available on D2L. The budget for the plan was discussed as a firm budget has not been determined; however, the budget allocation for Ownership Linkage will be worked within. In addition, some activities will take place within College activities already planned, allowing for cost sharing / savings.

2024/003 Rabel/Berg

THAT the Northern Lights College Board accepts the 2024-2026 Ownership Linkage Plan as presented and begin implementing Year 1 (2024). Carried

7. Board Education and Communication

7.1 EL-7, President's Report to the Board – T. Bondaroff

President Bondaroff provided an update on his January and February 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
 - Open house events are being planned for the Dawson Creek campus (April 23) and the Fort St. John campus (April 24)
 - New entrance awards to encourage local high school graduate to transition directly into academic programs at NLC
 - Advertising in northwest Alberta high schools
 - NLC house build signage
 - Strategic Pillar #2 – Responsive Programming (Students will say, "NLC meets our needs.") Goal #2.2 – Offer accessible and flexible programming.
 - Development of a rigorous Field Operations Technician – Hydrocarbon Resources program, in partnership with Tourmaline Oil



- PRRD Health Related Services Grant in Aid funding of \$450,000 over three years for the development of an Allied Health Care Strategy
- Dual-credit information session with School District 81. New dual-credit planning worksheet developed in partnership with School Districts 59 and 60
- Partnership with Doig River First Nation to host a language revitalization gathering at the Fort St. John campus (March 14 & 15 – supports Goals 1 & 4 of the Truth and Reconciliation pillar)
- Strategic Pillar #5 – Community Connections (Communities will say, “This is our college.) Goal #5.2 – Revitalize smaller campuses.
 - Tooling of the shop for the Automotive Service Technician Level 1 has been completed. The program started on February 12 with 11 students enrolled
 - Applied Business Technology – Office Assistant (ABT) launched in Fort Nelson (6 students enrolled)
 - Classroom preparations completed for the YETS cohort in Chetwynd that started on February 12 with a full cohort of 16 students
- Student Journey SG 1.3 – Work with students to develop a vibrant campus experience
 - Concept design for a new area for enrollment-services, administration space, and IT on the Fort St. John campus has commenced. (Phase 1 of the implementation of the FSJ Space Plan)
 - Housing survey refresh (Dawson Creek – full assessment)
- People and Culture SG 4.1 – Evolve NLC’s culture into one grounded in accountability, continuous improvement, and collaborative problem solving
 - Future cyber incident support services
 - World-Café events to address employee engagement survey (communication and innovation) on February 22 (Dawson Creek) and February 23 (Fort St. John)
- Community Connections SG 5.1 – Strengthen mutually beneficial relationships with the communities NLC serves
 - 50-30 Challenge project wrapping up
 - Proposal being developed through Multiculturalism and anti-Racism Program – Department of Canadian Heritage
- Community Connections SG 5.3 – Showcase NLC’s contribution to vibrant communities in the region
 - Meeting with FSJ City Councillor regarding transportation (FSJ Student Housing)
 - Partnership with Dawson Co-Op Food Store to address student food-security needs
- International Education
 - Overview of NLC’s International strategy and the impact of recent announcements made by Federal Minister Marc Miller
 - All-staff meeting regarding this took place on February 20 to keep the College community informed

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

- Aircraft Maintenance Technician program
 - Transport Canada audit
 - Appointment of L. Manning as the Person Responsible for Training
 - Transition of Vernon AMT students to NLC
 - MOU with Okanagan College replaced with hangar lease agreement
- Éducacentre ECE and EA partnership concluding
 - No students will be disadvantaged by the transition



- Program completion celebrations
- NLC Community Giving Fund
- NLC Foundation – Tread for Trades
- Attendance at the BC Natural Resources Forum in Prince George
- NLC AMT Instructor C. Newby – 2023 recipient of the Robert Hope Pursuit of AME Excellence award

S. Lutz exited the meeting.

7.2 Board Chair Report – L. Archibald

Chair Archibald's written report, available on D2L, was reviewed, which provided an update on her strategic activities and meetings which included:

- Board committee and working group meetings (Budget, Governance, O-Link, discussions with the President)
- Participated in the School District 59 Strategic Planning and Budget Consultation
- Commencing a 4-module training program through ICD – Rotman Directors of Education Program and will share information articles in future reports that are of interest

Lisa Beare has been appointed as the new Minister of Post-Secondary Education and Future Skills.

It is possible that a new Mandate Letter may be delayed or not issued this spring. Updates will be provided as information is received.

K. Ghostkeeper will be the Board's Ex-Officio representative for the NLC Foundation.

NLC World Café events are taking place Feb. 22 (DC) and 23 (FSJ). This follow-up event to NLC's engagement survey will provide the opportunity for staff to contribute, listen, and share.

Information regarding a Corporate Governance Series 50-30 Challenge is available on D2L.

Knowledge Unleashed – an NLC symposium comprised of a series of lectures presented by NLC instructors that is open to the public, was discussed. Future session information will be shared with the Board.

7.3 Education Council Chair Report – R. Douglas

An update on Education Council activities since the last Board meeting was provided. A copy of the written report is available on D2L.

7.4 Governance Committee Report – J Fox-McGuire

The Governance Committee reviewed the wording of GP policies 11 – 14 and recommend updating the wording of GP-13 as outlined in the written report (available on D2L.)

[2024/004 Brown/Best](#)

[THAT the Northern Lights College Board has reviewed the February 2024 Governance Committee report and accepts the wording review findings and recommendations that GP-11, GP-12, and GP-14 require no wording changes and that the wording of GP-13 be amended as presented, effective immediately. Carried](#)

8. Decision Items

8.1 2024-2025 Board Budget– B. Mackinnon

Working Group members L. Archibald, P. Berg, B. Mackinnon met and developed the proposed budget (briefing note and budget available on D2L.) Increases to the proposed budget were made to ensure adequate resources for training and development as well as ownership linkage activities. The budget was reviewed and discussed. The briefing note and workbook for the proposed budget for the 2024-2025 budget year is available on D2L

[2024/005 Mackinnon/Moore](#)

[THAT the NLC Board of Governors accepts the proposed 2024/2025 Board Budget Version Four \(4\) as presented. Carried](#)

8.2 Acquisition of Property by Sublease – Vernon Campus – Graff

An overview of the approval process for acquisitions of property, as well as the risk management review procedure followed for contracts, was provided.

Space requirements for offering the AMT program in Vernon was discussed and the proposed sub-lease was reviewed.

2024/006 Fox-McGuire/Rabel

THAT the Northern Lights College Board of Governors approves the acquisition of the building located on 6225 Okanagan Landing Road. Carried

8.3 Acquisition of Property by Lease – Atlin Campus – Graff

The new 3-year lease for the Atlin campus space was reviewed.

2024/007 Rabel/Gilbert

THAT the Board of Governors approves the acquisition by lease of the space known as the Atlin Campus, legally described as Parcel Identifier: 008-581-428, Amended Block 13 “C D.F. 16815”, Town site of Atlin, Cassiar District, Plan 678, from School District 87. Carried

9. Board Activities

9.1 GP-11, Review Board Calendar

The next meeting will be held on March 20, 2024 in Dawson Creek (no meeting will take place in April 2024).

The NLC Annual Employee Awards and Recognition Gala will take place on May 8 in Dawson Creek, starting at 5:30 pm.

Board members are invited to attend (details will be sent out in March via email.)

Upcoming training opportunities were reviewed:

- The CICA Conference will be taking place in Calgary April 29 – May 1
 - J. Moore, S. Goudie, R. Douglas, B. Mackinnon, and K. Rabel have put their names forward to attend
- The Governing in the Public Interest conference will take place in Vancouver on April 22
 - We haven’t had any Board members express interested in participating. Please advise L. Archibald if you are interested in attending this one-day conference
- The PSI Board Governance workshop will take place in Vancouver on June 13 and 14
 - J. Moore, P. Berg, and K. Ghostkeeper have expressed interested in participating

10. Roundtable and Information Items

Informational documents available for review on D2L include a copy of the Minister of Post-Secondary Education and Future Skill’s current mandate letter (2024) and the Dawson Creek and District Hospital’s replacement project quarterly update.

11. Board Self-Evaluation Report of Meeting

C. Brown reported on her observations at today’s meeting, noting a strategic outlook as well as the need to be mindful of distance participants to ensure these Board members are actively included in discussions. An online / distance participant noted the minimal attention given to online participants, which will be addressed at future meetings. (A copy of the evaluation form completed in today’s meeting will be filed with the meeting package.)

12. In-Camera Session

2024/008 Brown/Berg

TO move the meeting in-camera. Carried

13. Adjournment – 12:08 pm

2024/013 Fox-McGuire

TO adjourn the meeting. Carried