

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

<p>Present:</p> <p>J. Moore, Board Chair B. Mackinnon, Faculty Board Member C. Brown, Board Member C. McCullough, Support Board Member J. Drew, Vice President Comm. Rel. & Institutional Strategy K. Ghostkeeper, Board Member M. Troyer, Board Member M. Waldorf, Board Member P. Berg, Board Vice Chair</p>	<p>R. Irwin, Board Member S. Canning, Board Member S. Clerk, Associate Vice President Educational Services S. Fraser, Education Council Chair S. Goudie, Board Member T. Best, Board Member T. Hyland-Russell, Vice President Academic & Research T. Bondaroff, President & CEO H. Larden, Executive Assistant to the President & Board (Recorder)</p>
<p>Absent:</p> <p>J. Singh, Student Board Member</p>	<p>Guests:</p> <p>(None)</p>

1. Call to Order and Territorial Acknowledgement – 8:30 am
2. Introduction of New Board Members

M. Troyer, M. Waldorf, and R. Irwin were welcomed to the Board and performed their Oaths of Office.

M. Troyer is from Fort St. John. Megan started her education at Northern Lights College before heading to university to complete her training to become a CPA.

M. Waldorf was born and raised in Fort St. John, where she still resides. Misty serves as the Regional Program Manager for Metis Nation British Columbia and is looking forward to bringing a strategic, community-focused approach to decision-making.

R. Irwin is from Fort Nelson, but was raised on a farm between Dawson Creek and Chetwynd. Ray is recently retired from working in the K – 12 school system for 35 years, but substitute teaches for School District #81 at times.

T. Best joined the meeting.

All those in attendance introduced themselves, providing some background information about themselves.
3. Presentations: None
4. Appointment of Board Evaluator

P. Berg was appointed.
5. Approval of Agenda

[2025/036 Ghostkeeper/Goudie](#)
THAT the Northern Lights College Board approves the August 13, 2025, agenda with the prerogative of the Chair to adjust the agenda as needed. Carried
6. Consent Agenda
 - 6.1. Minutes from the May 21, 2025, Open Session Meeting
 - 6.2. Minutes from the June 13, 2025, Email Vote (Mandate Letter)
 - 6.3. Minutes from the July 11, 2025, Email Vote (Letter to Minister Kang)
 - 6.4. Quarterly Board Expense Report
 - 6.5. Quarterly Review of President’s Expenses
 - 6.6. Q1 Financial Forecast (from Risk & Audit Committee)
 - 6.7. SOFI Report (from Risk & Audit Committee)
 - 6.8. Monitoring Report, B-EL General Executive Constraint
 - 6.9. Monitoring Report, B-EL-1 Treatment of Students
 - 6.10. Monitoring Report, B-EL-4 Financial Condition
 - 6.11. Monitoring Report, B-EL-8 Emergency Executive Succession
 - 6.12. Monitoring Report, B-E Ends (Mission)

Clarification was provided regarding the monitoring report for B-EL-4:

- B-EL-4.6 (page 2). Compliance is determined on intent. Inadvertent situations that are rectified are considered compliant while negligence or fraudulence would be deemed as non-compliance
 - It is suggested that the wording of this executive limitation be reviewed by the Governance Committee for appropriate word smithing
- B-EL-4.1 (page 6). The College is not in a deficit position as of the end of Q1. The Board and Ministry has provided authorization for the College to end the fiscal year in a deficit. The deficit position would be shown if and when this should occur

2025/037 McCullough/Irwin

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

- Minutes from the May 21, 2025, Open Session Meeting;
- Minutes from the June 13, 2025, Email Vote;
- Minutes from the July 11, 2025, Email Vote;
- Q1 Quarterly Board Expense Report;
- Q1 Quarterly Review of President's Expenses;
- Q1 Financial Forecast;
- SOFI Report; and
- The Monitoring Report for B-EL, B-EL-1, B-EL-4, B-EL-8, and B-E Ends as demonstrating compliance with reasonable interpretations of the policies. Carried

7. Planned Linkage with Owners

7.1. Ownership Linkage Committee Report, B-GP-3 & 4 – Committee Lead or Representative

No report at this time; however, Ownership Linkage will be the topic discussed at this afternoon's workshop.

8. Board Education and Communication

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

President Bondaroff provided an update on strategic initiatives and activities (a copy of the written report is available on D2L), and spoke to the following items:

Strategic Pillar: Student Journey

Goal 1.2 – Enhance and Coordinate an NLC-wide focus on student success and wellbeing.

OBJ 1 Map the student success and learning journey from acceptance to alumni.

- Alumni website has been launched ([https://alumni.nlc.bc.ca/.](https://alumni.nlc.bc.ca/))

Strategic Pillar: Responsive Programming

Goal 2.1 – Leverage provincial and regional priorities to inform NLC programming and portfolio decisions.

OBJ 1 Establish NLC Cares Allied Health Care Strategy

- Pharmacy Technician Diploma, Medical Laboratory Assistant Certificate, and Rehabilitation program proposals have been submitted
 - Lab needs
 - Curriculum development plans
 - Target date for launch September 2026, if funding is provided

2025/038 Brown/Goudie

THAT the Board Chair will send letters to the Ministers of Health and Post-Secondary Education and Future Skills encouraging funding consideration of Northern Lights College's three (3) proposed Allied Health Programs. Carried

Goal 2.2 – Offer accessible and flexible programming.

OBJ 2 Relaunch Continuing Education (CE)

- Department name is shifting to Workforce Training & Continuing Education
- A Future Skills funding update
- Youth Summer Camps update
 - Will expand next year
 - Exploring Nursing was well received

Goal 2.4 – Enhance curriculum review, renewal, and development.

OBJ 1 Generate a 5-year Academic Plan

- A 3-year timeline that aligns with NLC’s Strategic Plan is being development
- Overview of foundational work, consultation process
- Renaming to Educational Plan to increase engagement
- Strategies for Indigenous plan, etc.

Strategic Pillar: Truth and Reconciliation

Goal 3.1 - Build lasting relationships with Indigenous communities through consistent and accountable actions

OBJ 2 Co-create relationship building events and projects that support local Nations and organizations.

- First Indigenous Graduation Celebration took place following the Fort St. John Convocation ceremony
 - Recognized achievement and celebrated culture
 - First Nations members received eagle feather carvings (Indigenous artist out of Chetwynd)
 - Metis members received sashes
 - Planning for the 2026 celebration (following Fort St. John Convocation) to look at a larger space that will allow for expanded invitation list

Goal 3.2 - Increase access to learning and education opportunities for Indigenous students.

OBJ 1 Work with indigenous communities and organizations to develop and offer access to learning through program cohorts that centre indigenous culture and support the whole student.

- Funding proposal submitted for a building maintenance program
 - WFTR/CE working with the Native Housing Association
 - Possibility of future expansion
 - Goal is to be responsive to community needs

Strategic Pillar: People and Culture

Goal 4.2 – Improve Internal Communications

OBJ 1 Develop and implement an internal communications strategy.

- Update on communication strategy and the five key focus areas

Strategic Pillar: Community Connections

Goal 5.1 - Strengthen mutually beneficial relationships with the communities NLC serves.

OBJ 1 Host NLC events/initiatives in collaboration with community partners.

- North East BC Rural Immigration Pilot Program update
 - Strong response
 - This programs makes NLC more attractive for International students

Scholarships for new students coming into specified programs at NLC directly from high school was offered for the second time this year. Numbers were consistent with last year. Overall, the College has been seeing a growth trend for academic students.

8.2. Board Chair Report – J. Moore

L. Archibald’s term as Chair concluded July 31, 2025, and J. Moore’s term as Chair began August 1, 2025. Some overlap of duties took place in July, as Chair Archibald was on holidays. BC College chairs sent a letter for the new Minister of Post-Secondary Education and Future Skills, which the Board approved via an email vote in July.

Discussion on Governing in the Public Interest training for appointed members took place. J. Moore will reach out to CABRO regarding opening this training up.

2025-2026 Board Committee Composition:

Board Standing Committee membership is set annually at the August Board meeting and all Board members are expected to be on at least one committee. Discussion took place on the Board’s standing committees and opportunities for ex-officio representation on other NLC Boards, including review of terms of reference documents.

The 2025 – 2026 Board committee composition was set as follows:

- **Ownership Linkage Committee**
 - Jennifer Moore, Board Chair, Ex-Officio Member (as per ToR)
 - Todd Bondaroff, President & CEO, Ex-Officio Member (as per ToR)
 - Ray Irwin, Voting Member
 - Misty Waldorf, Voting Member
 - Megan Troyer, Voting Member
- **Governance Committee**
 - Jennifer Moore, Board Chair, Ex-Officio (as per ToR)
 - Todd Bondaroff, President & CEO, Ex-Officio (as per ToR)
 - Penny Berg, Board Vice-Chair (as per ToR)
 - Colleen Brown, Voting Member
 - Misty Waldorf, Voting Member
 - Sarah Canning, Voting Member
 - Sylvia Fraser, Non-Voting Member
- **Risk and Audit Committee** (now the Finance, Risk, and Audit Committee)
 - Penny Berg, Board Vice Chair, Voting Member, and Committee Chair (as per ToR)
 - Jennifer Moore, Board Chair, Non-Voting Ex-Officio Member (as per ToR)
 - Todd Bondaroff, President & CEO, Non-Voting Ex-Officio Member (as per ToR)
 - Megan Troyer, Voting Member
 - Kristen Ghostkeeper, Voting Member
 - Tim Best, Voting Member
 - Brandon Mackinnon, Non-Voting Member (as per ToR)
 - Anndra Graff, VP Finance and Corporate Service, Non-Voting Resource to the Committee
- **Ex-Officio Representative on the Education Council**
 - Stephanie Goudie
- **Ex-Officio Representative to the NLC Foundation Board**
 - Kristen Ghostkeeper
 - Sarah Canning
 - By having two representatives, one can serve as an alternate
- **Board Representative HAAD Committee**
 - Ray Irwin
- **Mentorship for New Members**
 - Colleen Brown
 - Jennifer Moore

8.3. Risk and Audit Committee Report – P. Berg

An overview of the last committee meeting was provided (report available on D2L) and the proposed updates to the committee's terms of reference was provided.

2025/039 Irwin/Canning

THAT the NLC Board of Governors approves the language updates to the Risk and Audit Committee Terms of Reference as presented, effective immediately. Carried

8.4. Governance Committee Report – None

8.5. Education Council Chair Report – S. Fraser

S. Fraser reported on activities of the provincial Academic Governance Committee including noteworthy provincial curriculum changes. The last Education Council meeting of the 2024-2025 academic year took place in June. Details are included on the Education Council Chair's written report that is available on D2L.

9. Decision Items

9.1. Updated Board Bylaws – C. Brown

An overview of the process for Bylaw updates and the proposed changes was provided.

2025/040 Berg/Goudie

THAT the Board of Governors accepts the updated Bylaws as presented, effective immediately. Carried

9.2. Institutional Accountability Plan and Report (IAPR) – S. Clerk

The Institutional Accountability Plan and Report is an annual report. As outlined in the College and Institute Act, the College is mandated to report back to the Ministry on College activities for the past fiscal year, mandated priorities, and performance (student enrollment, satisfaction.) The format of the report is highly scripted by the Ministry. Once approved, the finalized report will be posted on the NLC and Ministry websites. This version has been submitted to the Ministry for review. Once the Ministry has reviewed the document, they may direct the College to make some changes. Once finalized, the report will be posted.

Discussion took place regarding FTE targets, specifically for Health Sciences. The College is not consulted regarding the setting of targets, nor are we held to these numbers. Steps taken to increase FTEs include the new allied health programs as well as the pilot Access to Practical Nursing pilot that Northern Health requested.

2025/041 Goudie/Waldorf

THAT the Northern Lights College Board approves that the Board Chair signs the 2024-2025 Institutional Accountability Plan and Report for Ministry submission. Carried

10. Board Activities

10.1. Review of the Board Calendar, B-GP-11 – J. Moore

There is no Board meeting scheduled in September. In October, the annual Board retreat will take place at the NLC farm (located just outside of Dawson Creek). The general schedule is as follows:

Day 1 Itinerary (October 22, 2025)

- Full-day training and planning (at the Farm)
 - 9 am – 4 pm
 - Optional off-site dinner @ 6 pm (location TBD)

Day 2 Itinerary (October 23, 2025)

- Morning – training and planning (at the Farm or DC Campus – TBC)
 - 9 am – 12 noon
- 12 – 1 pm lunch (location TBD)
- 1 – 3 pm Board meeting (Boardroom at DC campus)
- Tour of the DC campus at 3 pm

Joel Ward will facilitate the workshop, which will include continuing the work on the Ownership Linkage plan. Calendar invitations, maps, and information regarding accommodations and travel will be sent out in early September.

Board members are encouraged to add the Board meetings through 2026 to their calendars.

Board members are invited to attend WelcomeFEST events taking place in Dawson Creek on September 3 and Fort St. John on September 4. Details will be emailed out to the Board.

10.2. BC Natural Resources Forum (January 20 – 22, 2026) – J. Moore

The value of having Board representatives attend the forum was discussed. Board attendees will be J. Moore (Board Chair), S. Canning, and M. Waldorf. Rooms will be booked immediately, with registrations taking place once open.

2025/042 Courtney/Irwin

THAT the Northern Lights College Board approves funding up to \$7,500 for the Board Chair up to two (2) Board members to attend the 2026 BC Natural Resources forum in Prince George. Carried

11. Roundtable and Information Items

The 8:30 am start time for meetings creates some logistical challenges, such as IT support. Adjusting the time to 9 am until 2 pm with a light lunch provided is recommended, which the Board supports.

Moving forward, a standing agenda item for feedback regarding individual Board member connections, discussions, and activities promoting the College will be added. The key messaging document sent out to the Board in May will be updated based on the new IAPR, and sent out to all Board members as a resource. Board members shared information on conversations they have had in the community which included topics such as health programs, NLC recruitment team attending community career fairs, fulfilling work hour requirements, and graduates experiencing temporary rather than full time job prospects.

The Governing in the Public Interest training provided by the Ministry for appointed members was discussed.

12. Board Self-Evaluation Report of Meeting

P. Berg provided overview of her observations, noting encouragement for all Board members to participate and express their viewpoints as well as future focus.

13. In-Camera Session

2025/043 Goudie/Ghostkeeper

TO move the meeting in-camera. Carried

14. Adjournment – 12:43 pm

2025/046 Berg

TO adjourn the meeting. Carried