

### Regular MINUTES

January 17, 2014

Room 208, Waap Sa'mn Terrace Campus

#### ATTENDANCE:

**Board members:** D. van Dyk                      G. Randhawa                      T. Euverman                      R. Riesen  
H. Pond    L. Wilson    R. Berthiaume  
A. Carlick (teleconference)                      R. Wheadon (teleconference)

**Regrets:** N. Collison                      R. Witherly                      C. Morgan                      C. Fielding

**Staff members:** D. Henning, President & CEO  
C. Sousa, Vice-President, Finance & Administration  
D. O'Leary, Vice-President, Institutional Advancement  
D. Stava, Registrar & Director of Institutional Research, FD NW Coast Art  
J. Hawryshyn, NWCC Faculty  
R. Hidber, Controller, NWCC  
C. Williams, Executive Assistant to the Board of Governors/ Presidents Office

**Guests:** M. Davies, Councilor, City of Terrace

**Presenters:** R. Saimoto, Regional Director, Smithers and Houston – Centre for training Excellence in Mining (C-TEM)

**1.0 ROUNDTABLE INTRODUCTIONS** were conducted and guests were introduced.

#### 2.0 PRESENTATION:

R. Saimoto provided an overview and update of the Centre for Training Excellence in Mining (C-TEM). She reviewed the draft vision and mission of C-TEM and sought input from the Board. A handout and questionnaire were distributed encouraging feedback. The Board of Governors was encouraged to support and promote the activities of the Centre for Training Excellence in Mining.

The **OATH OF OFFICE** was conducted for:

L. Wilson (Elected Student Representative) and R. Wheadon (Elected Staff Support Representative)

**3.0** The meeting was **CALLED TO ORDER** at 9:52 a.m.

Northwest Community College's Board of Governors acknowledges the Tsimshian people of Kitsumkalum, especially the Laxgibuu Clan on whose traditional territory this meeting will take place.

**TERRITORY ACKNOWLEDGEMENT** occurred.

#### 4.0 ADOPTION OF AGENDA

On the motion made by D. van Dyk and seconded by G. Randhawa:  
"THAT the agenda be adopted as presented."

**MOTION CARRIED**

#### 5.0 ACCEPTANCE OF MINUTES, December 6, 2013, 2013

On the motion made by T. Euverman and seconded by D. van Dyk:

"THAT the Regular meeting minutes of December 6, 2013 be accepted as presented."

## 6.0 BUSINESS ARISING FROM MINUTES:

### 6.1 NWCC Mission Statement

Priority Planning recognized the mission statement is sound; however, concern has been expressed that it is too long. H. Pond and R. Berthiaume developed and recommended the following Mission Statement:

“NWCC creates positive futures through quality learning experiences in an inclusive and respectful environment.”

On the motion made by R. Bertiaume and seconded by T. Euverman:

**“THAT the Board adopts the recommended Mission Statement.”**

On the amending motion made by D. van Dyk:

**“THAT the mission statement be amended to remove, “in an inclusive and respectful environment.”**

There was no seconder.

ORIGINAL MOTION CARRIED

### 6.2 Key Performance Indicators – Student Demographics Report

The Student Demographics Report was reviewed at the last Board meeting and resubmitted based on feedback received. D. Stava reviewed the material and noted that as more data is collected additional information will be provided. Given reporting timeframes the Student Demographics Report will be submitted annually at the February Board meeting.

## 7.0 NEW BUSINESS

### 7.1 Core Review – Preliminary Briefing Submission

D. Henning provided an overview of the Ministry of Advanced Education Core Review requirements and reviewed the preliminary briefing submission sent to the Ministry in late December. D. Henning noted that NWCC was working in conjunction with the Northern Post-Secondary Council to develop and advocate for recommended policy changes, requested by the Ministry.

**ACTION: D. Henning to provide speaking points to the Board for desired policy changes.**

D. Henning noted that the annual report of the Strategic Plan would be presented to the by the May meeting. This report will be data driven and include qualitative summaries.

### 7.2 D. Henning resignation

D. Henning’s letter of resignation was provided in the meeting package.

On the motion made by D. van Dyk and seconded by G. Randhawa

**“THAT the Board accepts the resignation of D. Henning”**

MOTION CARRIED

### 7.3 Key Performance Indicator (KPI) – Outcome 3 – Accountability - Governance

A component of the key performance indicator on accountability requires the Board to monitor and evaluate their performance. R. Witherly has agreed to take the lead in determining how best to measure Board performance and sought to include other Board members in the process. Board members present declined to participate.

## 8.0 COMMITTEE REPORTS

### 8.1. Executive Committee

The Executive Committee has been meeting regularly to discuss and formulate a plan of action to address the need for an interim President and the search for a new President.

## **8.2 Education Council**

The Education Council has not met since the last meeting but has established a sub-committee to report on the CPAC – mining operators program. EdCo will receive the report at their next meeting.

## **8.3 Finance and Audit Committee**

The Finance and Audit Committee is meeting directly after this meeting to review the draft 2014/15 budget.

## **8.4 First Nations Council**

The last meeting was held January 15, 2014, minutes from this meeting will be available at the next Board meeting. The next meeting is scheduled for February 27, 2014 where they will review the stepping stones document to identify priorities going forward.

## **8.5 Policy Review Committee**

As the policy review committee has not met since the last meeting there was nothing to report.

## **8.6 KPI Committee**

As the KPI committee has not met since the last meeting there was nothing to report.

## **9.0 PRESIDENT'S REPORT & ORGANIZATIONAL PERFORMANCE**

### **9.1 Monitoring Report (D. Henning)**

#### **9.1 (a) Choice (E-1)**

On the motion made by T. Euverman and seconded by G. Randhawa:

**"THAT the board of Governors approves the E-1 Choice Monitoring Report as presented."**

#### **9.1 (b) Asset Protection (EL-4)**

On the motion made by T. Euverman and seconded by G. Randhawa:

**"THAT the board of Governors approves the EL-4 Planning Monitoring Report as presented."**

## **10.0 CONSENT AGENDA**

There were no consent agenda items.

## **11.0 INFORMATION/CORRESPONDENCE**

### **11.1 Next Meeting**

The next meeting dates were summarized.

### **11.2 Letter: Terrace City Council Appointments**

The letter regarding the appointments of Terrace City Council was received.

## **12.0 ROUNDTABLE/COMMUNITY REPORTS**

There were no reports for this meeting

## **13.0 In-Camera**

The Board of Governors moved in-camera at 11:00 am

The Board of Governors came out of in-camera at 12:27 pm

On the motions made by T. Euverman and seconded by **G. Randhawa:**

**"THAT a search firm be engaged to conduct a search for a new NWCC President"**

**"THAT Caron Creative Consulting be engaged for the purposes of providing an interim President."**

## **MEETING ADJOURNMENT**

The meeting was **adjourned at 12:30 pm.**

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**Recording Secretary**

Cordelia Williams

Date:

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**Board Chair Approval (Vice-Chair)**

H. Pond

Date