

NWCC Board of Governors

Regular Minutes

June 15th/2018

NWCC Smithers Campus – Room #123

ATTENDANCE:

Board members:	Nicole Halbauer,	E. Dusdal (T)	C. Speidel	R. Walker
(T) Teleconference	Chair	K. Burt	J. Wesley	C. Gee
	David Try,	P. Bjorn	C. White	A. Jonker
	Vice Chair			

Regrets: S. McPhail
D. McRae
B. Parmar

Staff members:

J. Kohlman, VP Student Services & International
M. Doyle, VP Corporate Services
K. Quibell, Executive Assistant to the Board of Governors/Presidents Office

1. The meeting was **CALLED TO ORDER** at 8.30 AM.

TERRITORY ACKNOWLEDGEMENT

Northwest Community College’s Board of Governors acknowledges the Tsimshian people of Kitsumkalum being on the traditional territory where this meeting will take place.

2. **Oath of Office for new Board member –**

Oath of Office read by Board Chair, N. Halbauer for C. Gee and J. Wesley. The Board welcomes the newest members to the table.

3. **ROUNDTABLE INTRODUCTIONS**

Introductions were made around the table by both Board Members and Staff.

4. ADOPTION OF AGENDA

Discussion at table – Process of Board Executive agenda item additions.

Noted that agenda item additions that come before Board Executive by C. Gee be added to regular board agenda, namely:

(1) FNC Chair Vote at Table - Agenda Item #8.3

Motion to amend the agenda to include the elements that were requested at Board Executive under Section #8.3 on the Regular Agenda.

On the motion made by C. Gee and seconded by A. Jonker:

“THAT the June 15/2018 agenda be adopted with additions.”

The motion passed with one vote opposed and one abstention

MOTION CARRIED

5. ACCEPTANCE OF March 27/2018 Board Regular Minutes

On the motion made by P. Bjorn and seconded by C. Speidel:

“THAT the March 27, 2018 agenda be adopted as presented.”

All in Favor

MOTION CARRIED

6. PRESENTATIONS

6.1 Strategic Plan Overview – K. Burt & J. Kohlman

Introduction to the bases of the strategic plan

Short summary of the core values and value proposition for table

Noted four Strategic Value Goals

Pedagogical Training and Support

Adventurous Learning activities and creating pathways

C. Nolan has been asked to guest speak around the world regarding how the College practices experiential placed based learning.

S. Salem the College Registrar in charge of data we need to make good decisions in order to recruit students.

Planning on what courses are offered so that going forward students can plan on what they will be taking.

Three courses currently going through course renewal to ensure curriculum quality is high. Also ensure that there is market demand for our courses. Working with Academics to review flagship programs.

Working on update and renewal of College Website.

FNC Reconciliation Plan in progress which includes 2.0 version of Stepping Stones Document

New Chair of FNC elected at June 8th/2018 meeting – Ms. Karmen Smith

6.2 Paddles & Pedagogy – C. Nolan, Dean of Learning Transformation & M. Nelligan, Instructor CCP

Introduction of C. Nolan and M. Nelligan

Presentation:

Think/Pair/Share (Process)

COLT by the Numbers – What COLT has been doing lately

Learning Outcomes and how to take people out of their comfort zones

The importance of sharing in the learning environment

Presentation by the Instructor(s) that took part in the activity of Pedagogy and Paddles in Mexico includes:

- Formal learning environment

- Personal reflection

- Peer interactions

Philosophy of teaching and learning

It was noted that instruction does not have to be in a field school setting in order to be place based experiential learning.

Discussion at Table

7. BUSINESS ARISING FROM REGULAR MINUTES

7.1 J. Kohlman – International and Registration Presentation

J. Kohlman provides a power point presentation for the Board.

- Regular Standing item on enrollments and international given by J. Kohlman

Just finished three convocations (Smithers/PR/Terrace)

N. Halbauer – Advised the table that this was the last convocation under banner of NWCC. Decolonization of systems and reconciliation. One of the Social Work students talked about residential school at convocation upon receiving her diploma at the Terrace convocation. This was a very moving ceremony for everyone as the last NWCC graduate walked across the stage we have now opened the door with experiential learning and a future of showing the world our culture and diversification that includes international students.

C. Gee – The Social Work Student at convocation has completed her final practicum review signed off in Hazelton and now in the school there sharing cultural practices and knowledge.

- Sustainability for both NWCC and School Districts so student numbers grow.

- Expert in strategic plan management coming in to assist us in numbers specifically in Trades.

Presentation by J. Kohlman of overall number of program and registration / enrollment.

International update – goals of two contracts and student numbers from 107 to 150

The table agreed C. Speidel and facilities crew did a fantastic job on housing for international students at the Smithers campus and thanks in in order.

7.2 Budget Approval – K. Burt & M. Doyle

- K. Burt – impact of changes made in order to make an institution run smoothly.

Background on past budgets and what was done with each model.

One time money discussed as reinvested in the institution for future, this model is still in place.

- M. Doyle -

2018/2019 – The consultations on campuses done in conjunction with long service award ceremonies.

Final budget document brought to Board for review.

Discussion on excluded staff benefits and what is taxable, guidelines determined by Canada Revenue Agency (CRA).

Agreements at higher level handled with PSEA and they approve everything in contract. Fleet vehicles are part of the equipment costs.

7.2 Budget Approval – K. Burt & M. Doyle (Cont.)

Wages & Benefits – more staff hired in Business Administration due to enrollments. Noted that union increases included in that item as well.

Motion:

On a motion made by C. Speidel and seconded by R. Walker:

‘TO Accept the 2018/2019 budget as presented.’

The motion was passed with two abstentions

MOTION CARRIED

Noted Discussion at table – Board Members that hold voting rights at Board Table.

8 NEW BUSINESS

8.1 Financial Statement Approval – M. Doyle & E. Dusdal

The 2018/2019 budget was presented by M. Doyle.

On the motion made by C. Speidel and seconded by P. Bjorn:

“TO accept the Audit Statements as presented.”

The motion was passed with two abstentions

MOTION CARRIED

8.2 Policy Review – J. Kohlman & C. Nolan

Policy review ensures courses are at high quality and they are reviewed.

C. Nolan is also helping to move forward as an institution with EdCo on how to ensure our programs are reviewed correctly. Chair of EdCo provides table with the process update.

Motion:

On a motion made by D. Try and seconded by C. Gee:

‘TO accept the Program Review Policy as presented.’

All in Favor

MOTION CARRIED

Noted at Table -

C. Nolan excused from the meeting at 11 am

A. Middleton joins the meeting 11am

8.3 FNC Chair Vote – C. Gee

FNC Chair right to vote at the Board of Governors table. The Board needs to do whatever it takes to ensure that this is changed.

Chair, N. Halbauer notes that K. Smith, FNC Chair is not present at this meeting and asks each member to give their thoughts (roundtable) in a two minute update.

Discussion at table.

Action:

N. Halbauer, Board Chair will meet with K. Smith, FNC Chair

K. Quibell to set up meeting for discussion

Noted at Table:

S. Zimmerman joins the meeting at 11.22am

Lunch served noon – VC presentation for Board Members done by J. Kohlman & P. Mahboubi

9 COMMITTEE REPORTS

9.1 Executive Committee – Chair, N. Halbauer & Vice Chair, D. Try

Set the current regular agenda

Second MTU (currently sitting outside in the Smithers campus) opportunity to purchase another MTU.

Matching with costs of \$700k to purchase with WD grants. Very valuable for providing services to rural areas.

Can be converted to different courses/programs including trades, cooking, hairdressing and business. This removes barriers to education.

Executive Committee Approved purchase.

Discussion at meeting regarding First Nations Committee Chair voting at table.

9.2 Education Council – C. White

Update – legislated body in College and Inst. Act. Rep from faculty/staff/students & administrators.

Meet once a month with exception of summer.

Courses new or changes come through EdCo and then reported up to the Board.

Met once in April 2018.

Change in First Nations Fine Arts program now diploma program that has started focused on sculpture and engraving and entrepreneurship.

Working with Emily Carr Institute.

History courses as part of the program.

Policy – program review and development

Working on education policies

Working on revising Bylaws and to look at clusters and redefine what they look like to break down silos.

Hosting the Fall Education Training – All Education Council across the Province.

Transitions for students with new curriculum.

9.3 Finance and Audit Committee – E. Dusdal

Nothing to report at this time as all updates were given during Agenda Items #7.2 and #8.1.

9.4 Futures Committee – P. Bjorn

Futures committee meeting held on Thursday, June 14th at the Smithers campus. There was a lot of very interesting discussion on the direction that the College is taking regarding to new businesses in the Northwest including LNG, energy futures and AI. C. Gee provided homework reading for the committee around trends emerging that will be discussed at the next meeting tentatively booked for the evening of October 4th after the Governance Training.

9.5 First Nations Council – K. Smith (not in attendance)

K. Smith provided a written report at table that was acknowledged in her absence.

The last FNC meeting was held on June 8th/2018 in Terrace. Upon nomination, Ms. Karmen Smith was elected FNC Chair by acclamation.

9.6 Policy Review Committee

Nothing to report at this time. This committee now has new Board Members and will meet in the near future to elect a Chair.

10.0 PRESIDENT'S REPORT – K. Burt

A report provided by K. Burt.

Highlights included:

- Lots of changes happening at NWCC that are very exciting.
- Three wonderful convocations held in Smithers/Terrace/Pr. Rupert.

Paddle well received.

- Governance Training Workshop now offered in Victoria Oct. 22/24th. Like to send two representatives to this workshop.

Questions:

- Attendance at the Victoria Governance training. Do Student Board Representatives attend as the new Students are elected in September and will start Board attendance in October 2018.
Discussion on all Board Members attending the planned Governance Workshop Training that is scheduled for the October 4th/5th, 2018 meeting being held in Pr. Rupert.

11.0 INFORMATION/CORRESPONDENCE

- The Board Secretary notes that an email was sent out to Board regarding Board Committees. All Board members with the exception of the newest members have now joined a committee. The newest Board members are requested to send their committee choices to K. Quibell so that the list can be updated.
- Next Meeting **October 4th and 5th, 2018** being held at the Prince Rupert campus. A half day Governance training session will take place for all Board members and the regular full day board meeting will occur the next day on October 5th. More information will be sent out closer to the date.

12.0 MEETING ADJOURNMENT

On the motion made by C. Speidel and seconded by E. Dusdal:

“THAT the Board adjourned the meeting.”

All in Favor

CARRIED

The meeting was adjourned at 3.10 PM.

Recording Secretary

Kimberly Quibell

Date:

Board Chair Approval (Chair)

Nicole Halbauer

Date: