



CMTN Board REGULAR MINUTES

Date: Friday, June 12/2020

Time: 8.30AM (via Blue Jeans)

ATTENDANCE:

Board members: Nicole Halbauer, E. Dusdal D. McKeever
Chair D. Smith K. McMurray
David Try, J. Wesley C. Ollenberger
Vice Chair D. McRae J. Kohlman
S. McPhail M. Denton C. Blois

Regrets: D. Boparai

Staff members: M. Doyle, VP Corporate Services
L. Waye, VP Academic, Student Services & International
K. Quibell, Executive Assistant to the Board of Governors/Presidents Office

Presenters:

- 1.** The meeting was **CALLED TO ORDER** at 8.30 AM with Territorial Acknowledgement
A brief presentation was provided by Carrie Nolan, Dean of COLT.
Framing the board meeting through the lens of the classroom experience and 'school at a distance' helping to create a distributed learning experience.
Carrie provides a navigation of blue jeans and tutorial on how the screen works for everyone's information.
- 2. Roundtable Introductions via blue jeans screen**

3. ADOPTION OF AGENDA

On a motion made by D. Try and seconded by E. Dusdal:

'THAT Agenda Item #7.3 Board Self Evaluation be moved to Closed Door section of the meeting.'

All in Favor

MOTION CARRIED

On the motion made by S. McPhail and seconded by D. Try:

"THAT the June 12th/20 Board Regular Agenda be adopted as presented."

All in Favor

MOTION CARRIED

4. ACCEPTANCE OF April 3rd/20 Board Regular Meeting Minutes

On the motion made by E. Dusdal and seconded by D. Try:

"THAT the Regular Meeting minutes of April 3rd/2020 be accepted as presented."

All in Favor

MOTION CARRIED

Note:

The Board Chair asks for a moment of silence to acknowledge the current situation in the world and those that we have lost.

5. PRESENTATIONS

5.1 Strategic Plan Update – C. Nolan

Recap of February meeting with goals and how Managers were have been working with their perspective teams.

Highlights noted:

Circle of strategic map presented. With each of the identified 'circles' Carrie shares information from each.

\$32,000 Grant from BC Campuses for adapting open resources or free text book for students there are 18 courses at the time that have free text books. This saves students approximately \$93,000 in total. This is a great incentive project and thanks to Colin Elliott for helping to roll this out.

Employment readiness of students.

Foundation support

Internal process

EPBL and Brightspace

100% of CMTN classes are on Brightspace which is fantastic for learning at a distance

Chat-bar link to Jam-board

5.2 President's Report to Board – J. Kohlman

A written president's report has been provided in the board package as well as including something new. CMTN has put together a video to demonstrate some of the techniques our instructors are using to help their students.

This helps to provide information to see if people are engaged and tell where the students are at in any given point of time.

The President opens the floor to board for questions regarding his report:

Q: Library question anticipated spending and did the \$4.4 meet our needs.

A: Yes, we will have an amazing library next spring and it will be a great area for the students.

5.3 SEM Plan – L. Wayne & Jody Gordon

Working on the strategic student enrollment plan also referred to as The Student Success Plan. This has been under progress since the Fall.

Power point presentation.

Noted strategic enrolment goals and benchmarks

Action:

Share the power point with Board

5.3 SEM Plan Cont. -

Discussion:

How to provide learning assistance and educational advising without having students come to campus.

Looking at technology for educational advising and learning assistance. CMTN has hired Trish Pryce and she is tasked with how do we make supports available through distributed learning.

Steven – numbers have decreased compared to last year although CMTN is down. Currently trying to look into Indigenous registration numbers and hoping to have more information on that in future.

5.4 Contact North Update – B. O'Brien & A. McDougall

A three-year pilot has been approved by the Ministry that will increase access to education for First Nations communities. There has been approval for the first year.

At the moment looking at changing the name from 'Contact North' Project and will announce the new name soon.

This project is of great interest to the Ministry and moving forward they would like to have monthly updates.

Internal communication – presentations to unions/departments/clusters to ensure we are sharing identified action plan.

Developing contract with Contact North and the final touches are in process.

CMTN has been reaching out to First Nations communities and the discussion at the FNC meeting table on June 5th were well received.

Fillable surveys have been created and sent out to FNC for feedback.

5.5 Classroom Experience – C. Nolan & N. Rehn

Discussion on perspectives and play

Gaining skills around distributed learning

The table is challenged with a game of 'Change three things' showing how people learn and think.

Nicki Rehn is currently working from Calgary and is passionate about educational access as she grew up in a very remote area of Australia (school teacher by trade).

'How do you teach people when you are geographically dispersed?'

Good teaching on a screen is not about technology it is about design. Good design will assist the teacher and will build community and a sense of being with other learners and puts learning as the focus.

Learning in a three dimensional space around you.

How are we doing at CMTN? We are miles ahead of most institutions because we had a critical mass of Instructors participating in the COLT design class.

The Chair thanks both Carrie and Nicki for their presentation and how impressive this is for CMTN.

Action:

Chair call for break at table – 10.20AM until 10.30AM

Meeting called back to order at 10.30AM

7.0 Business Arising

7.1 Financial Statement – M. Doyle

Able to accomplish a surplus in 2018/2019 of \$1904 that got us to .005% on the positive side. This means that CMTN has a balanced budget.

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

'TO accept the CMTN Financial Statement as presented.'

All in Favor

MOTION CARRIED

The table acknowledges the great hard work that was done by CMTN staff as this is a huge win for our team.

7.2 Accountability Report – S. Salem

As every year requested to submit an accountability report to the Province. The 65-page document was sent for board review and information.

An environmental scan has been done that includes how we are moving forward and speak to each accountability specifically. Performance measures have also been noted.

S. Salem provides details on the accountability report.

Environmental Scan:

Student Transition declining in our catchment area.

Breakdown of accountability report by S. Salem

Noted that CMTN was able to speak to every point on the accountability report from last year.

Mandate Letter was presented to CMTN just prior to the COVID19 pandemic.

Noted that if board members have any questions please feel free to contact Steven.

The table thanks Steven for his report.

On a motion made by C. Blois and seconded by C. Ollenberger:

'TO accept and approve the accountability report as presented in principle. With the assumption that it will be reviewed by the President on behalf of the CMTN Board prior to being sent.'

All in Favor

MOTION CARRIED

8.0 Community Reports to Table:

8.1 Executive Committee & Chair's Report – N. Halbauer & D. Try

On behalf of the CMTN Board the Chair has signed the mandate letter presented by Ministry.

Noted that S. McPhail, D. Smith and M. Denton Board terms have been extended to July 31/2022 by the Ministry.

Chair thanks the staff of CMTN for doing an exceptional job.

8.2 Education Council – Dave McKeever

A written update provided to board.

April was the annual meeting of Chair and Vice Chair with David McKeever voted back in as Chair of EdCO.

Two Motions for Board:

(i) Approval of Program – Office Careers Essentials

On a motion made by D. Smith and seconded by D. McRae:

'THE Coast Mountain College Board of Governors approve the program Office Careers Essentials Certificate Program Presented by EdCo.'

All in Favor

MOTION CARRIED

(ii) Revision of the Academic Integrity and Appeals policy/procedure

On a motion made by D. Smith and seconded by D. McRae:

‘THAT Coast Mountain College Board of Governors approve the revisions and amendments to the Academic Integrity and Appeal policy and procedure presented by EdCo.’

All in Favor

MOTION CARRIED

8.3 Finance & Audit Committee – E. Dusdal

Minutes provided from Finance & Audit committee for May 15th/2020 financial statements.

8.4 FNC – C. Guno

Happy to announce that there have been more FNC members coming to the table. Having the meetings via blue jeans enables more of the bands to join the table and have a voice.

Feeling very positive about the progress.

8.5 Policy Review Committee – D. Try

Comprehensive of all board policies being reviewed a few at a time.

Three Motions brought to Board Table:

1. On a motion made by S. McPhail and seconded by D. Try:

‘THAT the Board approve the GP-3 CMTN Board Code of Conduct policy and recommends the proposed changes that were submitted.’

All in Favor

MOTION CARRIED

2. On a motion made by M. Denton and seconded by J. Wesley:

‘THAT the Board approve the GP-4 CMTN Board Responsibilities Policy Changes.’

All in Favor

MOTION CARRIED

3. On a motion made by D. Try and seconded by D. Smith:

‘THAT the Board approve the Academic Integrity and Appeals Policy Changes.’

All in Favor

MOTION CARRIED

Noted:

Ensure that a student is able to vote on board policies.

Chair is happy to talk to the Student Board member for further information.

Chair acknowledges that this will be the last meeting for the CMTN Student Board Member, Christopher Blois as his term will end September 30th/2020. The next CMGTN Board meeting will be held October 2nd/2020.

Student elections take place in September of 2020.

The table thanks C. Blois for his time spent as a CMTN Student Board Member

9.0 Information/Correspondence

Upcoming Board Meeting Dates for 2020/2021 provided to board.

April 2nd date will change

Dec. 11th meetings will be changed to Dec. 4th to align with the FNC meeting date.

Dates will be changed and brought to the October meeting as reference.

10.0 MEETING ADJOURNMENT

On the motion made by D. Try and seconded by J. Wesley:

“THAT the Board REGULAR portion of the meeting be adjourned.”

The meeting was adjourned at 11.35AM

Recording Secretary

Kimberly Quibell

Date:

Board Chair Approval

N. Halbauer

Date: