

**CMTN Board of Governors
REGULAR Meeting Minutes**

Friday, June 2nd, 2023 Terrace Campus – Waap Sa’mn Library Classroom

Attendees:

N. Halbauer – Board Chair
S. McPhail – Board Vice Chair
D. McRae – Chair Finance Committee
D. Smith – Chair Policy Committee
J. Wesley – Community Member Terrace
M. Denton – Community Member Pr. Rupert
M. Horner – Community Member Kitsumkalum
A. Jonker – Community Member Terrace
D. Ponce – Student Board Member (REGRETS)
C. Kho – Student Board Member (REGRETS)
P. Michell – Chair First Nations Council
M. Burrows – Chair Education Council
E. Shack – Union Member Elect (REGRETS)
R. Riesen – Union Member Elect
Dr. L. Waye – CMTN President & CEO
Dr. T. Kunkel – CMTN VP Academic, Student & International
M. Doyle – VP Corporate Services
P. Pryce – Director President’s Office
K. Quibell – Coordinator President’s Office

1. **CALL TO ORDER** at 10AM with Territorial Acknowledgement by N. Halbauer, Chair

2. **APPROVAL of Agenda –**
On a motion made by M. Denton and seconded by D. McRae:
“TO approve the CMTN Board Regular Agenda as presented”
All in Favor - **MOTION CARRIED**

3. **APPROVAL of April 14, 2023 Board CLOSED DOOR Meeting Minutes – Diane &**
On a motion made by D. McRae and M. Denton:
“TO approve the CMTN Board Regular Meeting Minutes from April 14, 2023 as presented”
All in Favor - **MOTION CARRIED**

4. PRESENTATIONS –

**4.1 External Relations Update – H. Kang, Manager International Recruitment
Power Point Presentation**

- CMTN Connection Magazine delivered by Canada Post from Houston to Haida Gwaii covering 25,000 households. Trying to target a wider community members and audiences.
- This will help with Domestic Recruitment
- Board Members should provide their feedback to the CMTN President
- D. Smith advises the table that the magazine was really well done. The table recognizes what a great job the entire Communications Team did with the project.
- Adventures in Healthcare Update
- Popsicle Bridge Building Contest Update

**4.2 Futures Ready Skills Plan & Funding Review Update – Dr. L. Waye
Power Point Presentation**

- Launched Future Ready Action plan with Skills
- Added seats in ECCE and Technology
- Doubling of amount per week for BC student loans
- Skills grant of \$3,500 per adult for upskilling and reskilling
- Funding Review took place in 2022 and was block funding only (i.e. not Trades). CMTN Submission and interview took place that included Dr. Laurie Waye, Mike Doyle, Dr. Titi Kunkel and Bridie O'Brien.
- Dr. Waye noted that CMTN can develop as many micro credentials as CMTN likes but not all of them will be on the Futures Ready skills list.

5. **PRESIDENT’S REPORT -**

5.1 President’s Update – Dr. L. Waye

Dr. Waye provided a President’s Update that included the following information:

- Government and Public Relations
- MLS Hon. Ellis Ross came to the Terrace Campus for a luncheon meeting with Dr. Waye.
- April 17, 2023 Provincial Board Governance Training Workshop in Vancouver.
- Strategic Plan for Students – Contact North Pilot Carpentry Level 1 Hybrid. There are eight students (goal was between 6 and 12).
- Adventures in Health care working with Community Partners Rotary Terrace, UNBC and Northern Health.
- Students are now able to have their Indigenous name on their credentials. Table celebrates this and would like this celebrated to let everyone know. Names are very important.
- Waap Sa’mn building renovations almost complete.
- CMTN Foundation Golf Scramble (Terrace) raised a profit of \$45,000 for student bursaries.
- CMTN Finished off the fiscal year with a surplus.

6. **ANY NEW Business**

6.1 Institutional Accountability Report (IARP) – Dr. T. Kunkel
IARP included in Board Package

- IARP is submitted to the Ministry every year with CMTN President and CMTN Board Chair signature. Will require CMTN Board approval by motion to accept.
- Bringing forward a draft as the due date is July 15, 2023 and the Ministry provides data to add to the report and we are still waiting for some of the data.
- Changes are updated to the table by Dr. Kunkel to provide information about what the President and Board Chair will be signing off.
- Many parts of the IARP are based on the CMTN Ministry Mandate Letter. Discussion at table. The board would like a copy of the final IARP

Motion:

On a motion made by A. Jonker and seconded by R. Riesen:

“TO accept the draft IARP and President & Board Chair to sign final report”

All in Favor -

MOTION CARRIED

6.2 Updated Organizational Chart for CMTN Including FNC – Dr. L. Waye

Motion:

On a motion made by D. McRae and seconded by M. Denton:

“TO accept the updated organizational chart including FNC’

All in Favor -

MOTION CARRIED

The table notes that there has never been a motion to accept FNC vote at table. Legislation still does not acknowledge the FNC vote at table.

Motion:

On a motion made by A. Jonker and seconded by J. Wesley:

“THAT the First Nation’s Council has an equal vote at the CMTN Board table”

All in Favor -

MOTION CARRIED

7. COMMITTEE REPORTS

7.1 Executive Committee & Chair’s Report – N. Halbauer

- The Chair notes her gratitude CMTN Vice Chair, S. McPhail for stepping in to the Chair position while N. Halbauer was away.
- Amazing showing at the April 17th/2023 Ministry Board Governance Training with CMTN being very impressive.
- Letter from former Student Board Member, Darjem Ponce read at table.

7.2 Education Council – M. Burrows

Written Report included in Board Package

- EdCo Elections took place and M. Burrows remains as Chair and G. Weary will now be Vice Chair.
- Opening of Registration date was opened early and winter courses are also now open.
- Two EdCo meetings scheduled for June 2023.

7.3 Finance & Audit Committee – D. McRae

•Committee met on May 12, 2023 to go over the Prioritized Projects Five Year Capital Plan and 2023 Audited Financial Plan.

D. McRae is requesting a motion for both

On a motion made by M. Denton and seconded by A. Jonker:

“TO accept the Prioritized Projects for the Five Year Capital Plan AND the 2023 Audited Financial Plan”

All in Favor –

MOTION CARRIED

7.4 Policy Committee – D. Smith

•At the last board meeting it had been decided that the CMTN Board table will only look at policy not procedure but the committee will still review both.

i. Working from Home Policy -

Discussion at table.

M. Burrows requests clarity.

D. Smith to allow employees to work from home on a specific area of work.

D. McRae notes that the definitions are noted.

M. Burrows notes that this still lacks clarity around “employee” as defined. It reads as anyone that works for the College.

M. Doyle – reason for the policy is mostly due to the pandemic and the move to work from home and this started in regards to insurance reasons. What was done before in past still applies but CMTN needs a policy for employees who feel they have a liberty to work from home, and for insurance reasons, if employees fall or get hurt working from home. No intent to change historic practice for faculty but to go forward and look at people working from home and mainly to have insurance.

Motion:

On a motion made by D. Smith and seconded by A. Jonker:

“THE Working from Home Policy will go back to the Policy Committee for further review”

All in Favor -

MOTION CARRIED

ii. Student Housing Policy – Diane and Adelle

On a motion made by D. McRae and seconded by A. Jonker:

“TO accept the Student Housing Policy as presented”

All in Favor -

MOTION CARRIED

iii. Hoteling Suite Policy – Adelle and Jolene

Discussion at Table regarding:

- Definitions of #2.3 definition of a minor
- Difference between an ‘adult’ and a parent and/or guardian

On a motion made by A. Jonker and seconded by J. Wesley:

“TO accept the Hoteling Suite Policy as presented”

All in Favor -

MOTION CARRIED

iv. Elder Suite Policy – Adelle and Mary

On a motion made by A. Jonker and seconded by M. Denton:

“TO accept the Elder Suite Policy as presented”

All in Favor -

MOTION CARRIED

8.1 NEXT MEETING of the CMTN Board of Governors will take place on October 13th and October 14th HOLD for Board Governance Training. Note venue is to be announced.

9.0 ADJOURNMENT –

On a motion made by D. McRae and seconded by J. Wesley:

“TO adjourn the CMTN Board Regular Meeting”

All in Favor -

MOTION CARRIED

The meeting was adjourned at 11.52AM