

COAST MOUNTAIN COLLEGE BOARD OF GOVERNORS REGULAR MEETING MINUTES

June 10, 2025, 9:45am-11:45am

In-Person Location: Room 189, Prince Rupert Campus

Virtual Location: Teams

Coast Mountain College serves six First Nations in Northwest British Columbia: Gitksan, Haida, Haisla, Nisga'a, Tsimshian and Wit'suwit'en and acknowledges the traditional territories its campuses reside on. We also collaborate with our close neighbors in the Tahltan Nation.

Attendance

A. Callaghan, Order-in-Council – July 31, 2025
A. Cober, Board Chair – July 31, 2025
A. Smith, Order-in-Council – July 31, 2025
B. Markert, Order-in-Council – July 31, 2026
C. Williamson, Education Council Chair – April 28, 2025
D. Allen, Order-in-Council – July 31, 2026
Dr. L. Waye, President & CEO
G. Benson, Student Elect – August 31, 2025
H. Anjaria, Staff Elect – September 1, 2025
M. Horner, Order-in-Council – July 31, 2025
M. Mehr, Order-in-Council – July 31, 2026
N. Jamieson, Order-in-Council – July 31, 2026
P. Mitchell, First Nations Council Chair
R. Riesen, Faculty Elect – March 1, 2026
T. Onuora, Order-in-Council – July 31, 2025

Regrets

C. Butcher, Order-in-Council – July 31, 2026
J. Singh, Student Elect – August 31, 2025

Guests

A. Kang, Director, President's Office
Dr. T. Kunkel, Vice President, Academic, Students & International
M. Doyle, Vice President, Corporate Services & CFO

1.0 Call to Order & Territorial Acknowledgement	<i>For Action</i>
The Board Chair, A. Cober called the meeting to order at 9:49am.	
1.1 Acknowledgement of Board Member Terms	<i>For Information</i>

<ul style="list-style-type: none"> • A. Callaghan, Order-in-Council Appointed • H. Anjaria, Support Staff Elected Representative • G. Benson, Student Elected Representative • J. Singh, Student Elected Representative 	
<p>1.2 Welcome to the new Education Council Chair</p> <p>The Board Chair, A. Cober, welcomed the new Education Council Chair, C. Williamson.</p>	<i>For information</i>
<p>2.0 Adoption of the June 10, 2025, Board Regular Meeting Agenda</p> <p>On the motion made by N. Jamieson and seconded by B. Markert</p> <p>Motion: That the June 10, 2025, Board Regular Meeting agenda be adopted as presented.</p>	<i>Motion Carried</i>
<p>3.0 Adoption of the April 11, 2025, Board Regular Meeting minutes</p> <p>On the motion made by B. Markert and seconded by A. Callaghan</p> <p>Motion: That the April 11, 2025, Board Regular Meeting minutes be adopted as presented.</p>	<i>Motion Carried</i>
<i>New Business</i>	
<p>4.0 President's Report to the Board – President & CEO, Dr. L. Waye</p> <p>Dr. L. Waye presented a report to the Board.</p> <p>Domestic and Indigenous Student Update:</p> <ul style="list-style-type: none"> • 29% increase in applications, comparing May 2024 to May 2025 • Our peak application months are May – August • Programs that are doing well <ul style="list-style-type: none"> ○ Nursing ○ Trades ○ First Nations Fine Arts <p>International Student Update:</p> <ul style="list-style-type: none"> • Lower study permit approval rates, including extensions • Looks unlikely to reach our budgeted numbers of 30 new students and 180 returning • \$4m cut required to reach a balanced budget <p>Going Forward:</p> <ul style="list-style-type: none"> • New offerings (IT Diploma, Mountain Adventure Science Certificate) • Regional offerings (e.g. ECCE in Smithers, Open Business Studies) 	<i>For Information</i>

<ul style="list-style-type: none"> • Drawing on employee suggestions through Invest, Trim, Grow <ul style="list-style-type: none"> ○ Invest in technology and program design ○ Trim expenses ○ Grow opportunities, e.g. Continuing Education, partnerships with other colleges 	
<p>5.0 Chair's Report to the Board – Board Chair, A. Cober</p> <p>The Board Chair, A. Cober provided a report to the Board.</p> <p>Letters of Appointment Update:</p> <ul style="list-style-type: none"> • T. MacMillan – July 31, 2027 • M. Horner – July 31, 2026 • A. Smith – July 31, 2026 • T. Onuora – July 31, 2027 • A. Cober – July 31, 2028 <p>Convocation Update:</p> <ul style="list-style-type: none"> • M. Mehr is stepping in for convocation duties. 	<i>For Information</i>
<p>6.0 Finance & Audit Committee Report to the Board – M. Mehr</p> <p>The Finance and Audit Committee Chair, M. Mehr provided a verbal report to the Board.</p> <ul style="list-style-type: none"> • The Finance and Audit Committee last met on May 15. • Reviewed the CMTN risk register, CMTN audited financials and the CMTN budget for fiscal 2026. • CMTN is projected to end the fiscal year with a small surplus. • The province has approved the ask to run a deficit for one year. CMTN must maintain a balanced budget next year. • KPMG provided a presentation. <p>6.1 Update about the CMTN Risk Register</p> <p>The Finance and Audit Committee Chair, M. Mehr noted that the CMTN Risk Register was approved by the Board during the closed door meeting.</p> <p>6.2 Update about the CMTN Audited Financials</p> <p>The Finance and Audit Committee Chair, M. Mehr noted that the CMTN Audited Financials were approved by the Board during the closed door meeting.</p> <p>6.3 Presentation about the CMTN Budget for Fiscal 2026 – Vice-President, Corporate Services & CFO, M. Doyle</p>	<p><i>For Information</i></p> <p><i>For Information</i></p> <p><i>For Information</i></p>

<p>M. Doyle provided a presentation to the Board.</p> <ul style="list-style-type: none"> • There is a small surplus from last fiscal • \$.3.5 million deficit 	
<p>7.0 Policy Review Committee Report to the Board – D. Allen</p> <p>The Policy Review Committee Chair, D. Allen provided a verbal report to the Board.</p> <ul style="list-style-type: none"> • The Policy Review Committee last met on May 14. • Three policy documents were reviewed at the committee meeting and are now ready for Board approval. <p>7.1 Adoption of the Elder Suite Policy (IDG-002)</p> <p>On the motion made by the Policy Review Committee Chair and seconded by H. Anjaria</p> <p>Motion: <i>That the Elder Suite policy (IDG-002) be adopted as presented.</i></p> <p>A. Kang noted that the Elder Suite policy applies to Wii Gyemsiga Siwilaawksat, the housing facility at the Terrace campus, and was originally approved in 2023. The policy outlines the process and requirements for accommodating Elders and other guests for short-term stays. Revisions were initiated to remove punitive language, ensuring alignment with the Ministry of Post-Secondary Education and Future Skills' Guidelines on Overdose Prevention and Response, as well as the <i>Good Samaritan Drug Overdose Act</i>. Additional refinements were made to improve the clarity and consistency of the existing language.</p> <p>7.2 Adoption of the Acceptable Use of Information Resources Policy (INF-001)</p> <p>On the motion made by the Policy Review Committee Chair and seconded by B. Markert</p> <p>Motion: <i>That the Acceptable Use of Information Resources policy (INF-001) be adopted as presented.</i></p> <p>T. Boyde noted that this policy, originally approved in 2018, establishes Coast Mountain College's expectations and requirements for the use and management of institutional information technology resources. A revision was initiated by the Director of Information Technology and Chief Information Officer (CIO) to address outdated content and correct inaccuracies in the existing policy.</p> <p>7.3 Adoption of the Cybersecurity Policy (INF-002)</p> <p>On the motion made by the Policy Review Committee Chair and seconded by A. Smith</p>	<p><i>For Information</i></p> <p><i>Motion Carried</i></p> <p><i>Motion Carried</i></p> <p><i>Motion Carried</i></p>

<p>Motion: That the Cybersecurity policy (INF-002) be adopted as presented.</p> <p>T. Boyde noted that the policy outlines Coast Mountain College's response to security breaches involving personal information, health information, sensitive or confidential data, and research records. They detail the necessary steps to identify, contain, investigate, assess, analyze, report, and notify in the event of a cybersecurity breach. These are newly developed documents, initiated by the Director of Information Technology and Chief Information Officer (CIO), in response to the identified institutional risk of not having a formalized cybersecurity breach response plan in place.</p>	
<p>8.0 First Nations Council Report to the Board – P. Michell</p> <p>The First Nations Council Chair, P. Michell provided a verbal report to the Board.</p> <ul style="list-style-type: none"> • First Nations Council is focusing on reviewing their terms of reference. • Reviewing Aboriginal Service Plan funding opportunities to support wellness for Indigenous students. • Reviewing the Stepping Stones document for 2025/2026 	<p><i>For Information</i></p>
<p>9.0 Education Council Report to the Board – C. Williamson</p> <p>The Education Council Chair, C. Williamson provided a verbal report to the Board.</p> <ul style="list-style-type: none"> • The last EdCo meeting was held on May 30. • New Chair, C. Williamson and new Vice-Chair, E. Shack. • The academic schedule has not been approved. • Updated the EdCo definitions. • Older curriculum is coming up for renewal through the EdCo process. 	<p><i>For Information</i></p>
<p>10.0 Presentations</p> <p>10.1 CMTN IAPR Presentation – Dr. T. Kunkel, Vice-President, Academic, Students & International</p> <p>Dr. T. Kunkel provided a presentation to the Board.</p> <p>Institutional Accountability Plan and Report 2024/2025 Overview:</p> <ul style="list-style-type: none"> • Annual Ministry report by all Public Post-Secondary Institutions <ul style="list-style-type: none"> ○ Mandate letter ○ Ministry initiatives ○ Strategic plan ○ Ministry performance targets and results • Institutional data <ul style="list-style-type: none"> ○ Ministry data ○ Institutional Research ○ Department Action Plans • Submitted draft IAPR to the Ministry May 23rd: <ul style="list-style-type: none"> ○ Feedback received: June 5th 	<p><i>For Information</i></p> <p><i>For Information</i></p>

<ul style="list-style-type: none"> ○ Minor revisions requested ○ Awaiting round three data due sometime in June 2025 	
<ul style="list-style-type: none"> • Report content <ul style="list-style-type: none"> ○ Strategic direction and context ○ Mandate priority reporting ○ Strategic initiatives ○ Performance plan and report • Increase in large scale industrial activities <ul style="list-style-type: none"> ○ Mining ○ LNG facilities ○ Port expansion ○ Pipelines compression stations • Strong demand for Trades <ul style="list-style-type: none"> ○ Heavy-duty mechanics ○ Power Engineers ○ Electricians ○ Millwrights ○ Carpenters ○ Pipefitters ○ Plumbers ○ Welders • Healthcare as emerging sector with critical labour shortage <ul style="list-style-type: none"> ○ Northern Health vacancies increased ○ Challenges with recruiting for rural and remote communities <ul style="list-style-type: none"> ▪ Licensed Practical Nurses ▪ Diagnostic technicians ▪ Allied Health professionals • Rising demand in: <ul style="list-style-type: none"> ○ Information Technology ○ Business Administration ○ Education ○ Social Services • High school graduate transition into post-secondary within CMTN's region: <ul style="list-style-type: none"> ○ 50% of graduates will transition to post within 10 years of graduation ○ 50% of Indigenous graduates will transition within 10 years of graduation • Mandate <ul style="list-style-type: none"> ○ Delivering educational and training programming as described in the StrongerBC Future Ready Action Plan ○ Working with SkilledTradesBC, Indigenous leadership, and partners to ensure Indigenous voices are reflected in Trades training decision- 	

<p>making that impacts Indigenous workers, businesses, and communities</p> <ul style="list-style-type: none"> ○ Providing culturally sensitive and safe learning environments for Indigenous learners to maximize their participation and success in post-secondary education ○ Developing and implementing protections for international students that support their fair treatment. ○ Meeting or exceeding the financial targets identified in the Ministry's Service Plan tabled under Budget 2024. ○ Complying with the tuition limit policy, which sets a two percent cap on tuition and mandatory fee increases for domestic students to ensure programs are affordable. ○ TRC Call to Action and UN Declaration on the Rights of Indigenous Peoples <ul style="list-style-type: none"> ▪ Articles 14, 15, 21 ▪ Programs pertaining to articles <ul style="list-style-type: none"> • Social Work, ECCE • Language degree and diploma • Health care professionals • Nursing school • Public servants • Teacher education • Business schools <ul style="list-style-type: none"> • Strategic initiatives <ul style="list-style-type: none"> ○ Progress on the Truth and Reconciliation Calls to Action and UNDRIP. ○ Sexual Violence and Misconduct Prevention and Response. ○ Former Youth-in- Care (supports for students who are former Youth-in-Care, including participation in the Provincial Tuition Waiver Program. ○ K-12 Transitions and Dual Credit Programming. ○ Education Quality Assurance. ○ Former Youth-in- Care (supports for students who are former Youth-in-Care, including participation in the Provincial Tuition Waiver Program. • Strategic direction <ul style="list-style-type: none"> ○ The strategic goal for Coast Mountain College is to be the college of choice for experiential place-based learning by 2027 ○ Institutional Pedagogy: <ul style="list-style-type: none"> ▪ Indigenization ▪ Department Action Plans ▪ Inclusion. Diversity. Equity. Accessibility. Internationalization <p>Dr. T. Kunkel noted that there will be minor changes from the May draft submission and more data from the Ministry will be added later in June. The final submission will take place in July.</p>	
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<p>10.2 Adoption of the CMTN IAPR</p> <p>On the motion made by A. Smith and seconded by R. Riesen</p> <p>Proposed: <i>That the CMTN IAPR be adopted as presented, with the understanding that amendments to the performance targets section may be required from the Ministry.</i></p> <p>The Board proposed the following edits to the IAPR document:</p> <ul style="list-style-type: none"> • Page 67 - update the HCAP section to read as "accredited by BC Care Aide." This previously listed "accredited by BCCNM) • Page 69 - update under the health care assistant program, actions section "BCCNM" to "BC Care Aide." 	<p><i>Motion Carried</i></p>
<p>11.0 Meeting adjournment</p> <p>On completion of the agenda, the Board Chair, A. Cober declared the meeting adjourned at 11:06am.</p>	<p><i>Meeting Adjourned</i></p>

