

**BOG REGULAR MINUTES**

**Date: October 6/2017**

**ATTENDANCE:**

**Board members:** H. Pond, Chair E. Dusdal C. Speidel C. White W. Parmar  
T - Teleconference P. Bjorn, Vice Chair D. Van Dyk (T) B. McRae AM Merkel

**Regrets:**

**Staff members:** K. Burt, President & CEO  
J. Kohlman, VP Student Services & International  
K. Clarke, Director of Facilities & Ancillary Services  
S. Salem, Director Registration & Admissions  
C. Nolan, Director, Centre for Research & Learning Transformation  
S. Zimmerman, Director of Communications  
K. Quibell, Executive Assistant to the Board of Governors/Presidents Office

**Presenters:** N/a

1. The meeting was **CALLED TO ORDER** at 8.25 AM.

**TERRITORY ACKNOWLEDGEMENT**

Northwest Community College's Board of Governors acknowledges the Tsimshian people of the Allied Tribes of Lax Kw'alaams and Metlakatla on the traditional territory where this meeting will take place.

2. **Roundtable Introductions.**

3. **PRESENTATION:**

- 3.1 **Capital Deferred Maintenance – K. Clarke**

- K. Clarke presented the Capital Deferred Maintenance plan to the NWCC Board with a breakdown of each NWCC campus/residence and the asset condition that has been calculated. An audit takes place every 4 to 5 years. The Board is informed that it is difficult to receive funding for deferred maintenance from Government.

4. **ADOPTION OF AGENDA**

- Addition to the Agenda:**

- Virtual Reality Presentation (during lunch break) – C. Nolan**

- The order of Presentation of Agenda Item #6.1 and #6.2 to be changed.**

- On the motion made by E. Dusdal and seconded by P. Bjorn:

- "THAT the October 6/2017 agenda be adopted with additions and/or changes."**

**MOTION CARRIED**

## 5. ACCEPTANCE OF June 16, 2017 Regular Meeting Minutes

On the motion made by B. Parmar and seconded by P. Bjorn:

**“THAT the Regular meeting minutes of June 16, 2017 be accepted as presented.”**

**MOTION CARRIED**

## 6. BUSINESS ARISING FROM REGULAR MINUTES

### 6.1 Registration Update – S. Salem

- Registration is currently down a little but these are early days so the number should climb. On pace with the 10% growth. Spike in international registrations mostly in the business program.
- Second highest year in UC program. Growth in every campus with the exception of Smithers but still lots of interest.
- Trades on pace same as last year even with the interruption with the Trades renewal program.
- No spike with ABE enrollment yet with the AVED announcement.
- International acceptance for winter have been very good.
- A Welcome Feast took place at every campus for students. Free BBQ to welcome including a lot of international students. Long house luncheon as well including elders. Includes a social event to get to know each other and a farewell event at the end of the year.

### 6.2 International Update – J. Kohlman

- J. Kohlman presented a video to the NWCC Board.
- Discussion on how to get the word out locally in the Northwest so that others know all of the wonderful things that are happening at NWCC.
- Currently engaging in discussions with School Districts so that they are updated.
- It is important to remember to support the instructors in the shift with added students to classes. This is a big part of what C. Nolan does with COLT.

## 7. NEW BUSINESS

### 7.1 Branding Rename Update – S. Zimmerman

- At the end of October the last stage of community engagement with stakeholders around name change were concluded.
  - Name change to Coast Mountain College
  - Government election made things go a little slower with the process.
- New Minister of AVED wanted to ensure we had a broad acceptance of community support for name change. Meeting with FNC and also with local school districts. Link to the strategic plan. The presentation shown was given out in the community. Response so far has been very good. Reasoning behind name change (Community College). Aboriginal Services Document passed around table to Board.
- Form letter happy to share if anyone would like to use it. Information is also on the NWCC Website.
- Number of letters from faculty and staff that are excited about the change. To date no hurdles for name change. UBCM attended by Chair – discussed new name as there was an awareness with people out in the community. NWCC Communications has done an excellent job in all the work that has gone into the re-branding/name change of the College.

## 7.2 Five Year Capital Plan – K. Clarke

K. Clarke presented the Five Year Capital Plan and a breakdown of eight (8) projects.

It was noted that every post-secondary in BC does the same spreadsheet.

All of the campuses are working together with UNBC to benefit both (sharing dorms etc.).

### **Motion:**

On the motion made by E. Dusdal and seconded by B. Parmar:

**“TO Approve the Five Year Capital Plan as presented”**

**MOTION CARRIED**

Board Chair – Announcement that Kerry will be leaving NWCC to head to Selkirk College in Castlegar. NWCC Board would like to acknowledge the great work Kerry has done at the College over the years and thanks for all the work that he has done and where he has gotten us over the years.

## 7.3 Strategic Plan – K. Burt

Presentation and hand out of Strategic Plan to Board.

### **Motion:**

On the motion made by P. Bjorn and E. Dusdal:

**“TO adopt the Strategic Update as a standing item on Board agenda”**

**MOTION CARRIED**

## 8.0 COMMITTEE REPORTS

### **8.1 Executive Committee – H. Pond**

Attended UBCM and had a chance to talk to Minister Mark.

- The AGM Conference attended by P. Bjorn last year is being held in Cranbrook this time but unfortunately no one was able to attend this year.
- Update on how the Board Replacements will occur. They are in the middle of dealing with this so more information to come. Need to look towards getting high-quality names for replacements on the board that will meet the matrix that the current Government will be looking for. Goal would be to find people and recommend the names to put forward to carry on the vision of NWCC and BOG.
- Foundation update – Work done to establish a separate foundation that will grow over time to provide bursaries and scholarships for students. One of the positions on the Foundation is for the NWCC Board Chair.
- Executive Committee met and held a planning meeting.
- Two policies were put forward from EdCo recommended that they go to the policy committee for their information and be brought back to the Board.

## **8.2 Education Council – C. White**

- EdCo has met twice this Academic Year with a regular meeting on September 8<sup>th</sup> and an extra meeting on September 22<sup>nd</sup>. Cleaning up processes and how EdCo communicates to the College.
- Two major program changes – listed and approved
  - ‘PN’ or Practical Nursing Access Diploma Program.
  - ECE Changes name change is now the Early Childhood Care & Education Certificate and Diploma (ECCE) now a four semester program.
  - A number of English language tests/programs have been added to the list of options available to students.
  - Looking at new Curriculum Management Software to be in place soon .
  - Concern around having more International students and ensuring that there is sufficient support for instructors with the higher number of students in classes. Concern in part is not only language but also cultural differences.
  - Two action items that will go to the policy committee for their information and then that will come to the BOG.

## **8.3 Finance & Audit – D. Van Dyk**

Nothing to report at this time.

## **8.4 FNC – B. McRae**

The Chair of FNC, B. McRae updated the Board.

- It was noted that the last First Nations Council meeting was held in Smithers and Pr. Rupert (via video conference) and went well.
- B. McRae was elected for another term of Chair of FNC
- S. Zimmerman presented the Branding Update at the meeting.

## **8.5 Policy Review Committee –**

No report at this time.

## **8.6 Futures Committee – P. Bjorn**

- A Futures Committee Meeting was held last night (Thursday, October 5<sup>th</sup>) with Board. There was a very good turnout.
- Discussion on where the College could be heading in the future.
- Economic Trends
- Technology
- BCCIE Guests – Colin Doerr and EJ Brin

### 9.1 President's Update – K. Burt

- Strategic Planning moving ahead with Senior Management meetings held in October to update the goals for 2018-19 fiscal year.

- Auditors – RFP coming forward soon to Executive Committee.

- Website – RFP in process and hopefully a firm will be chosen by end of the year.

- Trades Renovations coming along very nicely, under budget and on time.

IDL Contractor helped value engineer that helped to save a lot of money on the project.

- Two key vacancies at the moment (VP Corporate Services and Director of Facilities & Ancillary Services). The hire of an Acting Interim Director of Facilities will be coming, Denis Caron will return to NWCC. Denis was part of the development of the conceptual plan of the Trades Renovation.

- VP of Corporate Services will be filled on an interim by Michael Doyle. PFM Recruitment will help us look for a replacement. Selection Committee in process of being put together. Looking at filling the position by Spring time. The VP of Corporate Services will then hire Director of Facilities when they are brought on board.

## 10. INFORMATION/CORRESPONDENCE

**10.1 Next Meeting December 8, 2017 at NWCC Terrace Campus, joint meeting with First Nations Council. This meeting will take place from 8 AM to 11 AM (Room #208) and then we will have our annual Christmas luncheon in the Cafeteria with First Nations Council. After lunch both BOG and FNC will adjourn to the Long House where we will continue on with our Aboriginal Awareness training that was started at the December meeting last year.**

## 11. MEETING ADJOURNMENT

On the motion made by E. Dusdal and seconded by P. Bjorn:

**“THAT the Board adjourned the meeting to move into the In-Camera Meeting.”**

The regular meeting was adjourned at 11.49 AM.

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**Recording Secretary**

Kimberly Quibell

Date:



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**Board Chair Approval (Chair)**

H. Pond

Date: