



BOG REGULAR MINUTES

December 7/2018

Terrace Campus, Room #208

ATTENDANCE:

Board members: Nicole Halbauer, E. Dusdal C. Gee
Chair K. Burt M. Denton
David Try, P. Bjorn D. McRae
Vice Chair J. Wesley V. Rana
S. McPhail C. White

Regrets: L. Ghuman

Staff members: M. Doyle, VP Corporate Services
S. Salem, Director Registration & Admissions
K. Quibell, Executive Assistant to the Board of Governors/Presidents Office

Presenters:

1. The meeting was **CALLED TO ORDER** at 8.25 AM and Territorial Acknowledgement
1.1 Swearing in of Student Board Member V. Rana by Chair, N. Halbauer. Table welcomes the newest member to the CMTN Board.

2. **Roundtable Introductions.**

3. **ADOPTION OF AGENDA**

On the motion made by D. Try and seconded by P. Bjorn:

“THAT the December 7/2018 Regular Agenda be adopted as presented.”

All in Favor

MOTION CARRIED

4. **ACCEPTANCE OF October 5/2018 Regular Meeting Minutes**

On the motion made by P. Bjorn and seconded by S. McPhail:

“THAT the Regular meeting minutes of October 5/2018 be accepted as presented.”

All in Favor

MOTION CARRIED

5. PRESENTATIONS

5.1 International / Registration Update – S. Salem

A power point presentation was given to the Board by S. Salem that included information on:

- Non-credit registration numbers
- Academic registration numbers that include the Business and Health Programs increasing
- Indigenous enrolment in Workforce Training and developmental training
- International student and domestic enrollment

5.2 Student Update – S. Salem

Incoming student survey highlight presentation. Many students coming from outside of the region showing 55% excellent experience coming from outside of BC. CMTN chosen due to website and family/friends. Website now completed and looking good.

Finance, location and reputation are also reasons for students to come to CMTN. We now have two students studying in Finland.

The Mexican student graduation celebration is today at noon.

5.3 Faculty Update – S. Salem

The update included information on:

- Paddles & Pedagogy
- Scandinavian trip by COLT
- BCCIE
- Classroom utilization committee information

It was noted that Faculty activities report as per the October 5/18 meeting table discusses clarity on what the board had asked for.

C. Gee - This report was to provide information around Faculty and be the channel to the board.

E. Dusdal – Question, is the Board was going to be drilling down that far into the information of faculty.

Discussion

6. BUSINESS ARISING FROM REGULAR MINUTES –

K. Burt will come back with the Library plan for the next board meeting in February.

7.0 COMMITTEE REPORTS

7.1 Chair's Report – N. Halbauer

The Chair has been reading more material on Governance to update the information that she has already been provided so that she can share with the table.

The Board table thanks the Chair for all of her efforts in being the Board Chair.

7.2 Executive Committee – N.Halbauer / D. Try

Met on November 29th/2018 and Board Agenda and package was discussed and organized.

7.3 Education Council – C. White

No new programs at this time.

Adult special education program change name to LEAP. Linked to employment and academic pathways.

Language and math skills assessment of incoming students

Changes to updates of prerequisites programs.

Policy and procedures upcoming – few changes to accommodate clinical placement.

New policies adopted in Policy Committee.

Next meeting is set for Friday after Board meeting.

7.4 Finance and Audit Committee – E. Dusdal

No issues brought forward at this time.

7.5 First Nations Council – K. Smith, Not in Attendance

At this time Karmen Smith, Chair of FNC is off due to illness and Ms. Charlotte Guno is Vice Chair and acting as the Interim Chair.

Meeting Friday, Dec. 7th and will join Board in the afternoon.

7.6 Policy Review Committee – D. Try

- **KPI (Key Performance Indicators) Standing Committee** has been recommended be removed from the committee. Had been used under previous board and President.
Came from Strategic Planning. Attached to this activity. 26 different strategies that were noted and were not followed up on.
Strategic Plan reviewed each year now. Look at measures through the strategic plan.

Motion:

Policy committee recommends:

“TO remove KPI standing committee from the board policies.” D. Try

Seconded by D. Smith

Vote:

One abstention -

CARRIED

Discussion at table:

Why are we trying to remove the KPIs because:

- Is this a Provincial accountability mechanism
- This falls under the work that we do for the Provincial Government
- The KPIs developed previously that was never done and there were no measures.
- New strategic plan has a dozen new measures to see if we are on track to be the college of choice for experiential learning by 2024.
- Provincial Accountability Report is now how we ensure measures are in place.
- End are replaced as new strategic plan development. The End will be examined and discussed at the next Policy Committee meeting.

It is noted that the KPI Committee has not been functioning and is no longer viable. There is no longer a reason for this committee based on a previous strategic plan and now we have a new strategic plan.

- **Admission and Registration Policy – S. Salem**

Note: This Policy has already been approved by EdCo.

Update and explanation by S. Salem Re: Language in Policy

-Added language in duo credit students.

-Auditing Fee Structure.

Motion:

‘TO accept the changes in the policy.’ D. Try

Seconded by C. Gee

Vote:

All in Favor –

CARRIED

7.6 Policy Review Committee – D. Try

- **Program and Course Development Policy –**

Motion:

'TO accept the changes in the program and course development policy.' D. Try

Seconded by S. McPhail

Discussion:

Supports the procedure on how to remove courses from the programming.

Board thanks S. Salem for all his and his team's hard work

Vote:

All in Favor –

CARRIED

- **Policy for Terms of Office for Students Board Representatives –**

D. Try - Policy handed out to Board at Table.

S. Salem –

Notes that Student must be in good standing.

Academic standing definitions discussed.

Motion:

'TO accept proposed changes to student terms of office for student representation.' D. Try

Seconded by C. Gee

Vote:

One Opposed -

CARRIED

Discussion:

Is student body and/or Student Union involved in this wording and decision?

Noted that the Registrar will be meeting with the executive of the Student Union to go over the rules of student board member election.

Changes to the policy is noted in the first paragraph about good standing. The policy itself is already in place.

Motion:

'TO Move to Closed Door Meeting.' – 10.55AM

E. Dusdal, Seconded by M. Denton

All in Favor –

CARRIED

Closed Door Session -

Discussion

Move to go out of Closed Door at 11.10AM

Motion:

'TO agree to change wording in Section 1.05 / 1.06 wording to "Student Representative".' E. Dusdal

Seconded by D. Try

All in Favor -

CARRIED

Noted - Next meeting Policy Committee meeting will be held in January. Ends and means will be on Agenda.

7.7 Futures Committee – P. Bjorn

Last met October 4/2018 – Minutes prepared and will be sent out ASAP.

P. Bjorn's last meeting and he enjoyed being the Chair of this committee. The Board gives Paul their thanks for his years of service and commitment.

Next meeting in February and K. Quibell will ensure meeting is called and a new Chair is elected for Futures Committee.

8.0 PRESIDENT'S REPORT – K. Burt

A report was provided by K. Burt.

Highlights included:

- Planning Session by CAT
- Enrollment Challenges/Housing Challenges being addressed in the planning document
- Business Case for student housing (200 beds) funding being requested from the Ministry
- Staffing Changes

Discussion:

Student housing and money requested from Province.

Action:

Business case for student housing for \$100,000 to be forwarded to C. Gee. Done by Stantec.

9.0 INFORMATION/CORRESPONDENCE

9.1 IARP – K. Burt

Report completed by Registrar's office and a letter has been received from DM S. Baskerville noting FTE targets.

Significant problem with how BC Governments looks at the student FTE reporting. Discussion around 'What does a full time student look like?'

Consistency with what Universities are reporting compared to College reporting.

Reporting to definitions that were done 20 years ago.

Targets and actual FTEs were never updated and different way of counting students and funding.

Discussion.

9.2 Quarterly Financial Update – M. Doyle

Currently in good financial position and expect a balanced budget for year-end.

Preparing for future with LNG coming to the area.

Discussion.

CMTN Foundation history and how it works.

-Fundraising

-Pay for scholarships

-Buy/Sell land

Action:

Add CMTN Foundation to the next BOG Meeting as an agenda Item and ask B. Badge, Executive Director of CMTN Foundation to attend the February 8/2019 Board Meeting.

K. Burt thanks P. Bjorn for his long service to Board.

9.3 Next Meeting February 8th/2019 at CMTN Terrace Campus.

10. MEETING ADJOURNMENT

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

“THAT the Board adjourned the meeting.”

The meeting was adjourned at 11.05 AM

Recording Secretary

Kimberly Quibell

Date:

Board Chair Approval

N. Halbauer

Date: