

Enriching lives, communities and industry in Northern BC and the world through accessible, applied, and academic learning.

PRESENT:

L. Archibald, Board Chair

A. Graff, Vice President Finance & Corporate Services

A. Mehta, Student Board Member

B. Mackinnon, Faculty Board Member

J. Drew, Vice-President Community Relations and Institutional Strategy

J. Fox-McGuire, Board Vice-Chair

J. Moore, Board Member

K. Ghostkeeper, Board Member

K. Rabel, Support Board Member

M. Gilbert, Board Member

P. Berg, Board Member

R. Bernardo, Student Board Member

R. Douglas, Education Council Chair

S. Clerk, Associate Vice President, Educational Services

S. Goudie, Board Member

T. Best, Board Member

T. Bondaroff, President and CEO

H. Larden, Executive Assistant to the President and Board (Recorder)

ABSENT:

C. Brown, Board Member

GUEST(S):

L. Borek, Executive Director, Northern Lights College Foundation

M. Ross, Interim Registrar

1. Call to Order and Territorial Acknowledgement – 9:02 am**2. Presentation(s)****2.1 NLC Foundation: Naming Policy** – L. Borek, Executive Director, NLC Foundation and A. Graff, Vice-President Finance and Corp. Serv.

An overview of the development and purpose of the Naming Policy was provided. One step in the project was conducting an asset valuation. The process, including approvals, was reviewed. A copy of the presentation is available on D2L.

2.2 International Education Tuition Rates – S. Clerk, Associate Vice President Educational Services

An overview of international tuition rates was presented to the Board, including a comparison of rates among other public BC colleges. NLC currently has the lowest tuition rate in BC, and one of the lowest in Canada. NLC's tuition trajectory was reviewed, along with proposed rates for 2025-26 and 2026-27. The next steps were described, including the consultation process that will be taking place. Program seat allocation processes were discussed, which ensure domestic students are not displaced by international students. A copy of the presentation is available on D2L.

3. Appointment of a Board Evaluator – Archibald

P. Berg was appointed.

4. Approval of Agenda

2024/014 Gilbert/Goudie

THAT the Northern Lights College Board approves the March 20, 2024, agenda with the prerogative of the Chair to adjust the agenda as needed. Carried

5. Consent Agenda – Archibald**5.1 Minutes from February 21, 2024, Open Session Meeting****5.2 Monitoring Report: EL-7, Communication and Support to the Board**

2024/015 Fox-McGuire/Best

THAT the Northern Lights College Board approves the following items on the consent agenda:

- Minutes from the February 21, 2024, Open Session meeting; and
- The monitoring report for EL-7, Communication and Support to the Board, as demonstrating compliance with reasonable interpretations of the policy. Carried

6. Planned Linkage with Owners

6.1 GP-3 & 4, Ownership Linkage Committee Report – Rabel

Work continues on the workplan, including discussion to ensure collaboration with administration. Utilizing a platform (D2L) to host Ownership Linkage information, submit reports, access documents, etc., is being developed.

7. Board Education and Communication

7.1 EL-7, President's Report to the Board – Bondaroff

The Fusion Faceoff event is taking place this week, with the main competition happening today. The winning team will be announced at the fundraising gala on Friday, March 22, taking place in the Co-Op Mercer Hall. Board members are invited to attend – please advise L. Archibald or H. Larden if you are interested

President Bondaroff provided an update on his strategic activities (written report is available on D2L), which included information on:

- Strategic Plan
 - Strategic Pillar #1 – Student Journey (Students will say, “We belong here.”) Goal #1.1 – Make students entry into NLC a smooth and positive experience
 - New entrance awards to encourage local high school graduates to transition directly into academic programs at NLC
 - Pilot offering of *Caring Careers* sampler for Indigenous learners – in partnership with NENAS
 - Strategic Pillar #2 – Responsive Programming (Students will say, “NLC meets our needs.”) Goal #2.2 – Offer accessible and flexible programming.
 - Dual credit working group with school districts 59, 60, and 81 continues to meet to coordinate enrolment plans for 2024-2025
 - *Re-Awakening our Language: A Gathering to Honour First Peoples Language Revitalization*, offered in partnership with Doig River First Nation, took place at the Fort St. John campus this month. (This activity also supports goals 1 and 4 of the Truth and Reconciliation pillar.) Unveiling of an art project took place during the event
 - Consultation and strategic planning is underway to update the mandate of the Centre for Teaching Excellence in Oil and Gas (CTEOG) to evolve into the Energy Institute
 - Strategic Pillar #5 – Community Connections (Communities will say, “This is our college.”) Goal #5.2 – Revitalize smaller campuses.
 - Work continues; however, no major milestones took place since the last Board meeting
 - Student Journey SG 1.3 – Work with students to develop a vibrant campus experience
 - Refreshing on student housing assessments for the Chetwynd, Dawson Creek, and Fort St. John campuses is currently underway
 - People and Culture SG 4.1 – Evolve NLC’s culture into one grounded in accountability, continuous improvement, and collaborative problem solving
 - World Café events took place on February 22 and 23, and the report on findings and recommendations has been received. The next step is to prioritize recommendations and report back to staff
 - Upcoming all-staff meetings

K. Ghostkeeper joined the meeting.

- International Education
 - An update on international student allocations was provided (process, criteria), including NLC’s provincial attestation letter allocations for January 2024 – January 2025. NLC’s process, markets, conversion rates, and next steps were discussed



The written report (available on D2L) also included information on:

- Skills Canada regional competition (including NLC's results)
- BC Colleges Council of Presidents and government relations meetings held in Victoria February 26 – March 1
- Lakeland College networking and NLC rodeo team event in Vermilion (March 7 – 10)
 - NLC varsity team standings
- Teepee raising in Fort St. John on March 8
- Participation in the Dawson Creek Community Awards event on February 9
- NLC / UNBC co-sponsorship of the family skate during the Fort St. John winter festival
- Community connections and friends of NLC (business owners assisting NLC by stepping into temporary roles in our trades department)

L. Borek exited the meeting. A short break took place (11 – 11:13 am.)

7.2 Board Chair Report – Archibald

Chair Archibald's written report, available on D2L, was reviewed. Updates to the Board included:

- M. Gilbert and J. Fox-McGuire have agreed to extend their terms
- Setting aside deliberate space for building relationships as a group was discussed
 - The Fusion Faceoff event will provide an opportunity for this
- Board members interested in attending the NLC Gala on May 8 are asked to advise H. Larden ASAP
- Setting aside Board members only time at the end of each meeting for a confidential discussion is a common practice for good governance, as it normalizes the process. This item has been added to the agenda for the March In-Camera meeting
 - A Board member commented that having this time at the end of the meeting (or extending break time during the meeting) is welcomed, as it will help attendees participating via Teams to feel connected
- Addition of an Audit and Risk standing committee was discussed. The committee would support the Board's fiduciary responsibility to understand the materials we are asked to approve

The following information items were included on the Chair's report:

- A copy of an introductory letter from our new Minister of Post-Secondary Education and Future Skills, the Honorable Lisa Beare, has been posted on D2L
- A memo from the Registrar is on D2L that provides notice of the annual election of the Board Chair and Vice-Chair, which will take place at the May 22 meeting. The memo outlines eligibility to be Chair and Vice-Chair (appointed member of the Board), as well as the voting process – all voting Board members (appointed and elected) can vote

7.3 Education Council Chair Report – Douglas

An update on Education Council activities was provided (a copy of the report is available on D2L)

M. Ross joined the meeting.

7.4 Governance Committee Report – None

7.5 Board Representation at 2024 Convocation Ceremonies – Archibald

Board members are invited to participate in convocation events taking place:

- May 30 – Dawson Creek (at the Dawson Creek Curling Club)
- June 6 – Fort St. John (at the Fort. St. John Curling Rink)
- June 19 – Fort Nelson (at the Phoenix Theatre)

L. Archibald will participate in the Dawson Creek and Fort St. John events as Chair. M. Gilbert will represent the Chair at the Fort Nelson ceremony and would welcome having a back-up.

Board members attending convocation take part in the ceremonial processional, are introduced at the start of the program, and take part in the ceremonial recessional. Board members can choose to wear the Board Regalia / gown

provided by the College or their Indigenous Regalia. If you would like to attend, please RSVP by April 4 (either by email to H. Larden or by completing the online RSVP form (link is on the info sheet on D2L.)

7.6 Strategic Goals and Objectives – Deferred to the May meeting

7.7 Registrar’s Office Reorganization – M. Ross, Interim Registrar

The vision and purpose of the Registrar’s office was reviewed, including the people, processes, and technology. An overview of current projects, cross training, policy and procedure development, succession planning, staff professional development, and team structure changes was provided. The next steps, including posting for a permanent registrar and the new department structure, were discussed.

M. Ross exited the meeting.

8. Decision Items

8.1 2024-2025 Budget Approval – Graff

The proposed budget was presented, including budget assumptions (international students – requirement for PAL, student caps, proof of financial support; static base funding; Ministry funding for wage increases; stable domestic enrollment; 2% domestic tuition increase; previously approved international education tuition rate increases.) Budget pressures (utilities, software licensing, building maintenance, banking fees) and mitigation strategies (increase in tuition rates, increase in interest revenue) were reviewed. An overview of staffing and programming, in alignment with the strategic plan, was provided. (A copy of the presentation and supplemental information is available on D2L.) A Board member noted that base grants do not cover costs, requiring this short-fall to be off-set by tuition (specifically international tuition.)

[2024/016 Moore/Best](#)

[THAT the Northern Lights College Board accepts and approves the 2024-2025 Budget as presented. Carried](#)

9. Board Activities

9.1 GP-11, Review Board Calendar – Archibald

No regular Board meeting is scheduled for April; however, there will be two Board meetings in May:

- May 15 from 9 – 9:30 am (via Teams 2023-2024 Audited Financial Statements)
- May 22 from 9 am – 12:30 pm (in Fort St. John with distance participation via Teams (regular May Board meeting)

A Board member commented that hosting a meeting on a smaller campus (Chetwynd, Fort Nelson) is desired.

The college is hosting a send-off event for the Rodeo Team on April 17. The send-off event runs from 5:30 – 9 and will be held in the arctic corridor of the Trades Training Centre at the DC campus. Board members are invited to attend.

The Team will be heading off to the National College Rodeo Finals in Brooks Alberta May 17 – 19.

K. Ghostkeeper exited the meeting.

10. Roundtable and Information Items – None

11. Board Self-Evaluation Report of Meeting

P. Best reported on her observations at today’s meeting, noting outward vision, and great energy at the table.

12. In-Camera Session

[2024/017 Fox-McGuire/Rabel](#)

[TO move the meeting in-camera. Carried](#)

13. Adjournment – 1:05 pm

[2024/021 Fox-McGuire](#)

[TO adjourn the meeting. Carried](#)