

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

**PRESENT:**

L. Archibald, Board Chair	M. Gilbert, Board Member
A. Graff, Vice President Finance & Corporate Services	P. Berg, Board Member
A. Mehta, Student Board Member	R. Bernardo, Student Board Member
B. Mackinnon, Faculty Board Member	R. Douglas, Education Council Chair
C. Brown, Board Member	S. Clerk, Associate Vice President Educational Services
J. Drew, Vice-President Community Relations & Inst. Strategy	S. Goudie, Board Member
J. Fox-McGuire, Board Vice-Chair	T. Best, Board Member
J. Moore, Board Member	T. Bondaroff, President & CEO
K. Ghostkeeper, Board Member	T. Hyland-Russell, Vice President Academic & Research
K. Rabel, Support Board Member	H. Larden, Executive Assistant to the President & Board (Recorder)

**ABSENT:****GUEST(S):**

M. ROSS, Interim Registrar

**1. Call to Order and Territorial Acknowledgement – 9:00 am****2. Presentation: The Role of the Board in Quality Assurance at NLC – Hyland-Russell**

An overview of quality assurance processes was provided, including the roles of the Board and Education Council, as determined by the College and Institute Act. The Education Council will be reviewing the policies this afternoon. Once their recommendation(s) are received, the next step will be for the Board to approve the appropriate policies for implementation. A copy of the presentation is available on D2L.

**3. Appointment of Board Evaluator**

K. Ghostkeeper was appointed.

**4. Approval of Agenda**

2024/025 Moore/Brown

THAT the Northern Lights College Board approves the May 22, 2024, agenda with the prerogative of the Chair to adjust the agenda as needed. Carried

**5. Consent Agenda**

- 5.1. Minutes from the March 20, 2024, Open Session Meeting
- 5.2. Minutes from the April 30, 2024, Email Vote
- 5.3. Minutes from the May 15, 2024, Open Session Meeting
- 5.4. Sexual Violence and Misconduct Policy Report
- 5.5. Quarterly Board Expense Report
- 5.6. Quarterly Review of President's Expenses
- 5.7. Borrowing Resolution
- 5.8. Monitoring Report, EL-2 Treatment of Staff
- 5.9. Monitoring Report, EL-9 Access to Education

2024/026 Fox-McGuire/Best

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

- Minutes from the March 20, 2024, Open Session meeting;
- Minutes from the April 30, 2024, Email Vote;
- Minutes from the May 15, 2024, Open Session meeting;
- Sexual Violence and Misconduct Report;
- Q4 Board Expense Report;
- Q4 President's Expense Review Report;

- 2024-2025 Borrowing Resolution; and
- The monitoring reports for EL-2, Treatment of Staff and EL-9 Access to Education as demonstrating compliance with reasonable interpretations of the policies. Carried

## 6. Planned Linkage with Owners

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

An Ownership Linkage (O-Link) Committee D2L page has been created for document and information sharing. A SharePoint has also created with documents uploaded including a template for reporting on finding and an events calendar. Board members are encouraged to test out the SharePoint site.

## 7. Board Education and Communication

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

An update on the NLC Rodeo Team's successes at the Finals Rodeo in Brooks, Alberta, last weekend was provided, including the names of NLC's team as the Varsity Team Champion for the year.

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
    - April open houses held in Dawson Creek and Fort St. John
    - Spring and Fall enrollment data showing growth in domestic enrollment

A. Mehta joined the meeting.

- Strategic Pillar #2 – Responsive Programing (Students will say, "NLC meets our needs.") Goal #2.2 – Offer accessible and flexible programming.
  - Quality Assurance Process Audit
  - Academic Integrity working group information sessions
  - Caring Careers sampler pilot offered in the spring intersession and potential further studies
- Strategic Pillar #5 – Community Connections (Communities will say, "This is our college.) Goal #5.2 – Revitalize smaller campuses.
  - Participation in regional Trade Fairs
- Student Journey SG 1.3 – Work with students to develop a vibrant campus experience
  - Student pavilion update
  - Overview of the design and renovation of the Fort St. John campus
- Truth and Reconciliation SC 3.1 – Build lasting relationships with Indigenous communities through consistent and accountable actions and SC3.4 – Strengthen Indigenous representation on campuses
  - Language revitalization gathering at the Fort St John campus, March 14 & 15, hosted in partnership with Doig River First Nation was a success with 150+ participants
  - Indigenous Education is planning the first official meeting of the new Council for Innovation in Indigenous Education. While originally scheduled for June, due to wildfire season, the event has been postponed to the fall
  - The Indigenous celebration of completion event that had been planned to take place in Fort St. John on June 6, following convocation, has been cancelled due to wildfires

- A verbal update on the Fort Nelson wildfire evacuation, campus closure, and supports to students, staff, Board member, and community was provided.

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

- International Education
- The 50/30 Challenge project
- The Fusion Face-Off event
- Spring all-staff meetings
- Rodeo send-off and fall rodeo
- Skills Canada provincial competition
- Staff Service Awards Gala
- CIG attendance
  - 21 NLC attendees
  - NLC hosted dinner event that included guests in Federal and Provincial leadership roles in post-secondary education
  - NLC participation as presenters at the pre-conference and regular conference
- Professional Cook Training Indigenous student cohort cooking demonstration
- NLC Energy Institute
- BC Colleges Council of Presidents planning retreat and Skilled Trades Training Council Director's meeting
- Documents shared regarding the Allied Health Strategy grant and the NLC Foundation's Q1 newsletter (available on D2L)

## 7.2. Board Chair Report – Archibald

A copy of the written report has been posted on D2L. Items highlighted included:

- June events in Fort Nelson
  - These events are conditional on the wildfires. Administration is monitoring and will update the Board as appropriate. The events planned are:
    - Community engagement event on June 18 from 6 – 8 pm. J. Drew is the lead for this joint Administration / O-Link activity
    - Convocation ceremony on June 19
- NLC Annual Service Awards Gala
- Board Policy Numbering and Templates
  - Details about his housekeeping item are in my written report
  - Board policies will now begin with a B (please see the chart on D2L)
  - The updated numbering is effective immediately
  - The migration of existing policies onto the new templates will take place over the summer

A meeting was held with the Auditor. Based on their recommendations, repealing EL-3 and EL-6, removing sections of EL-5 were discussed (copies of the existing policies and recommended updates to EL-5 are all on D2L.) Discussion took place regarding the process for updating or repealing policies, including the role of the Governance Committee, as well as the framework the policies provide for Board operations.

[2024/027 Best/Rabel](#)

[THAT the Northern Lights College Board refers this review of Board policies EL-3 Financial Planning, EL-6 Compensation and Benefits; and EL-5 Asset Protection to the Governance Committee. Carried](#)

The new standing Risk and Audit committee was established via email vote last month. The draft Terms of Reference (copy on D2L) were reviewed.

**2024/028 Mackinnon/Brown**

THAT the Northern Lights College Board refers the development and review of the Terms of Reference (Audit and Risk Committee) to the Governance Committee. Carried

Committee membership will be established at the next meeting. It was noted that best practices are for members to all be appointed Board members.

The 2024 convocation ceremonies will take place:

- May 30 in Dawson Creek (Curling Rink)
  - Board members attending are L. Archibald, A. Mehta T. Best, B. Mackinnon;
- June 6 in Fort St. John (Curling Rink).
  - Board members attending are L. Archibald, A. Mehta, R. Douglas, J. Fox-McGuire, J. Moore;
- June 19 in Fort Nelson (Phoenix Theatre).
  - Board members attending are M. Gilbert (serving as the Chair's delegate), R. Douglas, J. Moore.

All ceremonies start at 2 pm. Board members attending are asked to arrive between 1 – 1:30 pm for gowning. Any Board member planning on attending but wasn't included in the lists (or were included on the list and will not be attending), are asked to advise L. Archibald or H. Larden ASAP.

**7.3. Education Council Chair Report – Douglas**

An overview of Education Council activities since the last Board meeting, which included policy reviews and approvals at last month's meeting, as well as an update from the annual meeting of BC Education Councils (that saw robust discussion on Indigenization / decolonization) was provided.

**7.4. Governance Committee Report – None****7.5. Strategic Plan Goals and Objectives – Bondaroff**

An overview of the new Strategic Plan Goals and Objectives publication was provided (link on D2L).

**8. Decision Items****8.1. 2023-2024 Executive Compensation Salary Disclosure Statement – Drew**

An overview of the College's compensation philosophy and the disclosure statement was provided. A copy of the philosophy and disclosure statement are available on D2L.

**2024/029 Fox-McGuire/Brown**

THAT the Northern Lights College Board approves that the Board Chair signs the Executive Compensation Disclosure Statement for 2023-2024. Carried

**8.2. 2024/25 – 2028/29 Capital Plan – Graff**

An overview of the Capital Plan was provided.

**2024/030 Gilbert/Best**

THAT the Northern Lights College Board accepts and approves the 2024/2025 – 2028/2029 Capital Plan as presented. Carried

M. Ross joined the meeting.

**8.3. Student Tuition Rates – Graff / Clerk**

Information regarding the 2025-2026 and 2026-2027 Domestic and International Student Tuition Rates were presented, including the development and consultation process, timing, and background. A copy of the presentation is available on D2L.

**2024/031 Fox-McGuire/Brown**

THAT the NLC Board of Governors approve the proposed 2025-2026 and 2026-2027 Domestic and International Student Tuition Rates as presented to the Board. Carried

\* Opposed by M. Gilbert

**9. Board Activities****9.1. GP-11, Review Board Calendar – Archibald**

The next meeting is scheduled for August 7 (no regular meetings in June or July). The 2023-2024 Board Remuneration Disclosure will be submitted in late-May/early-June; however, a vote will not be required. Instead, an email will be sent to the Board advising of it being posted.

Email votes are anticipated to take place in mid-June for approval of the Q1 Financial Statements; and in mid to late June to accept the 2023-2024 Institutional Accountability Plan and Report. Board members are asked to monitor their emails in anticipation of these email votes.

**9.2. Board Elections (Chair and Vice-Chair) – Ross**

M. Ross conducted the Board elections as outlined in the College and Institute Act. The Board was advised of the elections at the March 20, 2024, regular Board meeting and a copy of the notice, which included eligibility requirements for the Chair and Vice-Chair positions as well as voting eligibility was posted on D2L as part of the meeting package. Voting procedures were explained.

M. Ross opened the nominations for Board Chair, calling for nominations three (3) times. Lori Archibald was nominated and agreed to let her name stand. Lori Archibald was declared Chair by acclamation. M. Ross opened the nominations for Board Vice-Chair, calling for nominations three (3) times. While two nominations were received and both agreed to let their names stand, after the election resulted in a tie, one of the nominees withdrew their name. J. Moore was declared Vice-Chair by acclamation.

M. Ross exited the meeting.

**9.3. Report from CIGan Conference Attendees**

Attendees found the conference to be very valuable, providing the opportunity for great connections to be made, such as discussions with presenters and delegates outside of sessions attended. The SharePoint link can be utilized for members to record their observations.

**10. Roundtable and Information Items****10.1. Public Interest Disclosure Act (PIDA) – Drew**

It's a type of whistleblower legislation. In this Act, Board members are seen as employees. The policy is available on D2L. If the institution's designated officer is the person the complaint is about, then the complaint is submitted to the Ombudsperson. Disclosure procedures are under development. Board members with questions are encouraged to reach out to J. Drew.

**10.2. 2023-2024 NLC Foundation Award Recipients**

The NLC Foundation has announced the 2023-2024 award recipients. A copy of the document is available on D2L

**11. Board Self-Evaluation Report of Meeting**

K. Ghostkeeper reported on her observations during the meeting – no areas of concern were noted.

**12. In-Camera Session**

[2024/032 Fox-McGuire/Gilbert](#)

TO move the meeting in-camera. Carried.

**13. Adjournment – 1:14 pm**

[2024/036 Best](#)

TO adjourn the meeting. Carried