

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

<b>Present:</b> L. Archibald, Board Chair A. Graff, Vice President Finance & Corporate Services B. Mackinnon, Faculty Board Member C. Brown, Board Member J. Fox-McGuire, Board Member J. Moore, Board Vice-Chair K. Ghostkeeper, Board Member L. Arejola, Student Board Member M. Gilbert, Board Member	P. Berg, Board Member S. Canning, Board Member S. Clerk, Associate Vice President Educational Services S. Fraser, Education Council Chair S. Goudie, Board Member T. Best, Board Member T. Hyland-Russell, Vice President Academic & Research T. Bondaroff, President & CEO H. Larden, Executive Assistant to the President & Board (Recorder)
<b>Absent:</b> J. Singh, Student Board Member K. Rabel, Support Board Member	<b>Guests:</b> K. Bravo, Registrar N. Dahlen, Dean of Health Programs

1. Call to Order and Territorial Acknowledgement – 8:32 am
2. Presentation(s)
  - 2.1. NLC Cares – N. Dahlen, Dean of Health Programs

N. Dahlen provided an overview of how the extensive community / industry consultations throughout the region took place, including the purpose, and data gathered. The data analysis process was explained, which informed the identification of the top ranked allied health programs needed to meet demand in northeast BC:

    - Pharmacy Technician Diploma
    - Medical Laboratory Assistant Certificate
    - Rehabilitation Therapy Assistant Diploma
    - Health Sampler
  - 2.2. Centre of Applied Energy and Environmental Sustainability (CAEES) – T. Hyland-Russell, Vice President

T. Hyland-Russell explained that NLC's Centre of Training Excellence for Oil and Gas (CTEOG) played a critical role in preparing a skilled workforce for BC's natural gas sector; however, the evolving energy landscape, driven by the province's ambitious decarbonization goals, necessitated a bold reconceptualization of the Centre's mandate and offerings. This work needed to be done in order to situate NLC as a leader in sustainable energy education and innovation.

NLC partnered with Tourmaline Oil Corp. to redesign the training for entry level field operators. Curriculum has been expanded to include natural gas extraction and emerging technologies in clean energy. In addition, NLC has integrated cutting-edge technologies, environmental stewardship, and Indigenous knowledge. The pilot offering of the new Field Operations Specialist – Hydrocarbon Resources (FOS-HR) took place with great results. Students reported a high level of satisfaction in the training program – noting the value of the practicum experience. The College looks forward to future offerings of this program.

The overall role of CAEES was outlined and a staffing update was provided.
3. Appointment of Board Evaluator

S. Fraser was appointed.
4. Approval of Agenda

2025/003 Gilbert/Moore

THAT the Northern Lights College Board approves the February 19, 2025, agenda with the prerogative of the Chair to adjust the agenda as needed. Carried

5. Consent Agenda

- 5.1. Minutes from the December 18, 2024, Open Session Meeting
- 5.2. Minutes from the January 25, 2024, Email Vote (Changes to the Early Childhood Education Programs)
- 5.3. Minutes from the January 30, 2025, Email Vote (Disposition of Property by Sale)
- 5.4. 2025 – 2026 Board Budget (from Risk and Audit Committee)
- 5.5. Quarterly Board Expense Report (Q3: October – December 2024)
- 5.6. Quarterly Review of the President's Expenses (Q3: October – December 2024)
- 5.7. Monitoring Report: B-EL-4 (Financial Condition)
- 5.8. Monitoring Report: B-EL-10 (Land Use)

2025/004 Berg/Gilbert

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

- Minutes from the December 18, 2024, Open Session Meeting;
- Minutes from the January 25, 2025, Email Vote;
- Minutes from the January 30, 2025, Email Vote;
- 2025-2026 Board Budget, Version 3;
- Q3 Board Expense Report;
- Q3 Review of the President's Expenses; and
- The monitoring reports for: B-EL-4 and B-EL-10 as demonstrating compliance with reasonable interpretations of the policies. Carried.

6. Planned Linkage with Owners

6.1. Ownership Linkage Committee Report, B-GP-3 & 4 – Moore / Bondaroff

J. Moore reported on highlights from her attendance at the BC Natural Resources Forum in Prince George last month. A copy of the written report is available on D2L.

An overview on the community update on the College's strategic plan that took place in Fort St. John on January 8, 2025, was provided. Discussion took place regarding increasing participation and engagement in future sessions. Hosting an event in Tumbler Ridge is being explored, as well as the possibility of an event in Fort Nelson or Chetwynd.

A Board strategic planning session will be held on August 13, 2025, in conjunction with the August Board meeting that will be facilitated by J. Ward. The role of the Ownership Linkage committee will be explored.

7. Board Education and Communication

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

President Bondaroff provided an update on strategic initiatives and activities (a copy of the written report is available on D2L), which included:

**Strategic Pillar: Student Journey**

**Goal 1.1 – Make student's entry into NLC a smooth and positive experience.**

**OBJ 1 Improve the application and admissions experience for new students.**

- Reduction of processing time to a 1-week maximum for both domestic and international applicants
- Update of English entrance and proficiency requirements
- Creation of international equivalencies for high school level courses
- Streamlining of permissions for prerequisites
- Strategy development to increase access to studies for Former Youth in Care

**OBJ 2 Enhance and increase our communication touchpoints with future and incoming students.**

- Cost sheet improvements (tuition, mandatory fees and instructional related fees)

- New social media pages for International Education

**OBJ 3 Re-design NLC's approach to domestic student recruitment.**

- Targeted efforts for programs with low enrolment
- 2025 high school graduate scholarship program

**Goal 1.3 – Work with students to develop a vibrant campus experience****OBJ 1 Increase student access to recreation and wellness activities.**

- Athletics and Recreation Strategy and Business Plan development
- Staff-led cooking class in Fort St. John, utilizing the affordable grocery bags sold at NLC bookstores

**OBJ 2 Advance initiatives identified with the NLC Campus Development Plan.**

- Fort St. John campus renovation and Dawson Creek Cultural Arbor updates

**Strategic Pillar: Responsive Programing****Goal 2.1 – Leverage provincial and regional priorities to inform NLC programming and portfolio decisions.****OBJ 1 Establish NLC Cares Allied Health Care Strategy**

- Update from community consultations, data collection, and data analysis; and laboratory space needs

**OBJ 2 Consult and Develop an NLC Aviation program strategy**

- Program Advisory Group (PAC) discussions
- Skilled Trades BC hangar visit and program discussion

**OBJ 3 Transition the Center of Excellence in Training for Oil and Gas (CTEOG) to the Center of Applied Energy and Environmental Sustainability (CAEES).**

- January presentation to the South Peace Oilman's Association
- Employment posting for the Director of CAEES
- Field Operations Specialist – Hydrocarbon Resources (FOS-HR) program and potential donation
- Assessment of drilling and service rigs on the Fort St. John campus outdoor oil and gas lab

**Goal 2.2 – Offer accessible and flexible programming.****OBJ 1 Strengthen high school transitions**

- Information sessions held for parents and students

**OBJ 2 Relaunch Continuing Education (CE)**

- CE continues to move toward the 3-Click registration on the website
- Program Guide 2025- 2026 anticipated rollout in April 2025
- New CE Programming (Outfitting Course; Summer Camps in Carpentry, Esthetician, Trades Sampler, and coding; additional Summer Camps anticipated)
- CE Funding Opportunities and a StrongerBC Future Skills Grant update

**Goal 2.3 – Establish robust program and enrollment planning.****OBJ 1 Develop the tools, knowledge, and shared understanding necessary for student-centered enrolment planning.**

- 13 new or changed programs finalized in UNAS, Business, and ECE
- Elimination of admissions deposit deadlines

**Goal 2.4 – Enhance curriculum review, renewal, and development.****OBJ 1 Generate a 5-year Academic Plan**

- Facilitated focus groups taking place with faculty in February and March
- Development of process documents by the Program Planning and Development Group, as part of quality assurance

**Strategic Pillar: Truth and Reconciliation****Goal 3.2 - Increase access to learning and education opportunities for Indigenous students.**

**OBJ 1 Work with indigenous communities and organizations to develop and offer access to learning through program cohorts that centre indigenous culture and support the whole student.**

- Possible Administration and Management Skills in community training for Profit River staff
- Planned courses to be hosted at Doig River First Nations new Learning Centre (Computer Fundamentals)
- Staffing update for the Career and College Prep (CCP) instructor position for Doig River First Nation
- Saulteau First Nations cohort of Office Assistant Certificate students attending the Chetwynd Campus
- The next Indigenous Languages Conference will be held on April 24 and 25, 2025, at the Pomeroy Hotel and Convention Centre in Fort St. John. This event is being co-hosted by Northern Lights College and Doig River First Nation

**Goal 3.3 - Co-create programming and training with indigenous communities that centers on indigenous world views, methodologies, and processes.**

**OBJ 1 Consult with community to build a shared approach and capacity for this work at NLC.**

- Update on development of regionally specific and relevant supports to faculty on decolonizing teaching practices.

**Strategic Pillar: People and Culture****Goal 4.1 - Evolve NLC's culture into one grounded in accountability, continuous improvement, and collaborative problem solving.**

**OBJ 3 Benchmark Academic Integrity, and Artificial Intelligence best practices.**

- Draft of the new Academic Integrity policy has been reviewed and procedures are being developed.

**OBJ 4 Establish a framework for developing business continuity plans.**

- Update on the Risk Management initiative: Risk register

**Goal 4.2 – Improve Internal Communications**

**OBJ 1 Develop and implement an internal communications strategy.**

- Update on Crisis Communications research with report and recommendations, which will dovetail with the work Risk Management initiative

**Goal 4.3 - Cultivate an organization where everyone feels they belong.**

**OBJ 1 Improve the employee journey.**

- NLC's EDI Committee hosted training sessions for all staff and faculty on Unconscious Bias, EDI Foundations, and Cultural Competency

**Strategic Pillar: Community Connections****Goal 5.1 - Strengthen mutually beneficial relationships with the communities NLC serves.**

**OBJ 1 Host NLC events/initiatives in collaboration with community partners.**

- NLC's partnership with Community Futures Peace Liard, local municipal governments, Chambers of Commerce, and immigrant serving agencies to bring the federal government's Rural Community Immigration Pilot program to northeast BC.

**Goal 5.2 – Revitalize smaller campuses.**

**OBJ 1 Develop sustainability plans for small campuses.**

- YETS is being offered in Chetwynd in Winter 2025
- Full class and Level 2 Automotive Service Technician is being offered in Fort Nelson
- Continuing Education instructors hired in Fort Nelson and Atlin to host face to face courses
- Continuing Education has partnered with the Fort Nelson Literacy Society to host introductory computer courses for Spring 2025.

- Drone Course will be offered at the Fort Nelson Campus in Spring 2025 with a Fall Advanced Drone Course to follow.
- Applied Business Technology - Office Assistant has started in Fort Nelson and Chetwynd
  - Combined we have approximately 20 students
  - Fort Nelson Community Literacy Society secured funding for 11 students in Fort Nelson

**Goal 5.3 – Showcase NLC’s contribution to vibrant communities in the region.**

**OBJ 1 Develop and share NLC’s year-in-review with our communities.**

- On January 8 in Fort St. John, NLC hosted a community “Year in Review” update of NLC’s strategic plan

An update from President Bondaroff’s student recruitment trip to the Philippines was provided, including highlights and insights from the trip.

**7.2. Board Chair Report – Archibald**

Chair Archibald provided an update on her strategic activities which included attendance at the President’s send-off to the Philippines event that was attended by current and former NLC students, staff, and community members from the Philippines. Attendees shared stories and helpful hints with the President to help prepare him for his trip.

CABRO has posted the upcoming positions on the NLC Board, and names of potential members have been submitted.

A letter from the Honorable Marc Miller, along with a copy of the Chair’s written report, have been posted on D2L.

**7.3. Risk and Audit Committee Report – Moore**

The committee met with the auditor and discussed the audit plan as well as cyber risk mitigation. A presentation by the NLC IT department at a future meeting to provide information on the College’s process to educate staff and students in order to mitigate risk is desired. A copy of the written report is available on D2L.

**7.4. Governance Committee Report – Moore**

The conference attendance assessment and conference attendance principles documents were reviewed. The written report and conference documents are available on D2L.

2025/005 Gilbert/Brown

THAT the NLC Board of Governors accepts the Conference Attendance Assessment and Conference Attendance Principles as presented, effective immediately. Carried

**7.5. Education Council Chair Report – Fraser**

An update on Education Council activities was provided as well as observations from the January 8 community update on the strategic plan that took place in Fort St. John. A copy of the written report is available on D2L.

**7.6. Program Alignment and Future Proofing – Hyland-Russell**

Regularly reviewing programs is a best practice as part of the quality assurance process, strategic enrolment management, and responsible stewardship of resources. Two categories of programs were examined for their viability:

- Programs that, under the new federal IRCC guidelines, are no longer CIP code eligible for international students
- Programs with low enrolment over an extended period of time

An overview of the Program Suspension and Cancellation Policy, [A-5.19](#) was provided, including the consultation and approval process. It was noted that suspending a program does not necessarily mean that the program will be cancelled. Suspending a program is an important step in order to remove impacted programs from the list of programs students can apply for. In some instances, industry consultation and/or curriculum updates take place during the program suspension.

The programs to be suspended include:

- Business Management Post-Degree Diploma and Business Management Post-Degree Diploma – Health Administration Specialization (HADM)
- Culinary Arts Advanced Certificate
- Engineering Certificate and Engineering Studies Certificate
- Archeology Diploma
- Pre-Medicine Certificate
- Oil and Gas Field Operator Certificate
- Piping Trades Foundation and Plumber Apprenticeship

Additional details, including information on individual course availability, are included in the briefing note (available on D2L).

## 8. Decision Items

### 8.1. 2026 Board Meeting Calendar – Archibald

The proposed meeting calendar for 2026 was reviewed (copy available on D2L.)

[2025/006 Moore/Brown](#)

[THAT the Board of Governors accepts and approves the 2026 Board Meeting Calendar as presented. Carried](#)

## 9. Board Activities

### 9.1. Review of the Board Calendar, B-GP-11 – Archibald

The next Board meeting will take place on March 19, 2025, in Dawson Creek. This is a very important meeting, where the College's 2025-2026 Budget will be approved.

The College will be hosting its annual Service Awards and Gala the evening of May 8<sup>th</sup> in Fort St. John. Your formal invitation, with the event details, is anticipated to be sent out in early March. Please mark your calendars.

The 2025 convocation dates are:

- Thursday, May 29 in Dawson Creek
- Thursday, June 5 in Fort St. John
- Wednesday, June 18 in Fort Nelson

Each of these three ceremonies start at 2 pm. Board members are encouraged to mark these dates on your calendars, as each of you are invited to attend. More details regarding the ceremonies will be forthcoming in the following weeks.

### 9.2. Board Self-Evaluation – Moore / Archibald

The importance of self-evaluation, along with the intended use of the evaluation documents, was discussed. The questionnaire is completed anonymously, submitted, and a compiled into a consolidated report for Board review. The individual self-evaluation form has been developed for self-reflection and personal development.

2025/007 Moore/Brown

THAT the Board of Governors accepts and approves the Board self-evaluation process as presented for annual implementation each spring. Carried

10. Roundtable and Information Items

The following informational documents / resources are available on D2L:

- A letter from Minister Kang;
- Minister Kang's Mandate Letter;
- A link to the January 2025 Dawson Creek and District Hospital Replacement Project Newsletter; and,
- The NLC Foundation's Q4 Newsletter.

11. Board Self-Evaluation Report of Meeting

S. Fraser reported on her observations at today's meeting, noting a pro-active approach and a future focus.

12. In-Camera Session

2025/008 Canning/Gilbert

TO move the meeting in-camera. Carried

13. Adjournment – 1:10 pm

2025/012 Gilbert

To adjourn the meeting. Carried

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