

OPEN SESSION MINUTES

Tuesday, June 27, 2023

4:30 p.m. – 6:20 p.m.

Staff Lounge, Castlegar Campus/ Zoom

BOARD OF GOVERNORS

BOARD MEMBERS:

Margaret Sutherland, Chair	Christy Anderson, Vice Chair
Scott Weatherford, Past Chair	Debbie Bird
Danny Bradford	Bronwyn Krause
Audrey Repin	Ken Wyllie
Abhilash Bhasin	Liam Richardson
John Dutton	Kim Pham
Maggie Matear, President	

REGRETS:

Sarah Lechthaler, EdCo Chair	Kris Salikin
Dave Briggeman	

LEADERSHIP TEAM MEMBERS:

Kerry Clarke, VP College Services/CFO
Lareena Rilkoff, Executive Director Finance & Risk
Brier Albano, Assoc. VP Student Success
Terri MacDonald, Director Selkirk Innovates
James Heth, Registrar

GUESTS:

Jason Taylor, Chair Selkirk Technology Access Centre
Amed Naqvi, Selkirk College Board member July 31st

OBSERVERS:

Ken Laing, SCFA
Gerald Lightburn, PPWC

TOPIC

BOARD NOMINATIONS:

- **Board Chair**
Danny Bradford nominated Margaret Sutherland. No further nominations were received. Margaret Sutherland was re-elected Chair by acclamation.
- **Board Vice Chair**
Danny Bradford nominated Christy Anderson. No further nominations were received. Christy Anderson was re-elected Vice Chair by acclamation.

1. MEETING OPENING

Elder Murhi Kencayd opened the meeting in a good way.

2. TERRITORIAL ACKNOWLEDGMENT

Board Chair Margaret Sutherland provided a territorial acknowledgment.

3. ADDITIONS TO THE OPEN SESSION AGENDA OF JUNE 27, 2023

There were no additions to the open session agenda of June 27, 2023.

4. ADOPTION OF THE OPEN SESSION AGENDA OF JUNE 27, 2023

Motion: "To adopt the open session agenda of June 27 2023 as circulated."

Carried

TOPIC

5. ADOPTION OF THE CONSENT AGENDA OF JUNE 27, 2023

- Draft Open Session Board Minutes of May 23, 2023
- Draft Audit Committee Minutes of May 12, 2023
- Draft Finance Committee Minutes of May 12, 2023
- Draft Policy Committee Minutes of June 19, 2023
- Reviewed/Revised GP Policies & Supporting Docs
- June Student Enrollment Dashboard
- EdCo Report – June 2023
- Draft Facilities Planning T. G. Minutes of June 20, 2023
- Draft Finance Committee Minutes of June 26, 2023

Motion: “To adopt the consent agenda of June 27, 2023 as circulated.”

Carried

6. PRESENTATION

- Selkirk Innovates presenters: Terri MacDonald and Jason Taylor
- Topics discussed:
 - Growth in Applied Research and Innovation at Selkirk College;
 - Key performance measure in the last four years;
 - Team and facilities;
 - Areas of expertise;
 - Training, micro-credentials and new programs;
 - Applied Research and Innovation Strategic Plan, Regional Technology and Innovation Plan
 - Research focus areas; and
 - Funders and Partners.

Discussion ensued.

7. PRESIDENT’S REPORT

- The circulated report was reviewed, no questions raised.

8. DRAFT INSTITUTIONAL ACCOUNTABILITY PLAN & REPORT

- The final plan will be submitted to the Ministry prior to the July due date.

Motion: “To approve the draft 2023 Institutional Accountability Plan & Report as circulated.”

Carried

9. STRATEGIC PLAN

- Board members appreciated the dashboard format;
- Easily demonstrated achievement levels, making progress on most strategic directions; and
- The dashboard will be updated three times a year.

TOPIC

10. SPACE UTILIZATION REPORT

- The circulated briefing note provided the main points of the report:
 - An occupancy study of campus buildings over a two-week observation period gathered space usage data;
 - Classroom usage is an average of 16% across all campuses;
 - Computer labs usage is an average of 18%;
 - Library usage is an average of 16%; and
 - Office usage is an average of 32%.
- Selkirk College is responding to these findings by taking the following high-level actions:
 - Forming a committee from across the College led by the VP College Services to initiate the findings over a multi-year timeframe;
 - Reach-out to faculty reminding them of the importance of when their class is scheduled to be on-campus, they are on-campus;
 - Development of a space usage policy which clearly delineates the Colleges role in assigning office/classroom space; and
 - Development of a change management process to ensure that all changes are clearly communicated with accompanying rationale.
- The study, which is currently in draft form, is being reviewed to better reflect the findings from the multiple focus groups that met with the consultant. Once finalized the executive summary will be published more widely.

11. DRAFT 2023/24 BOARD CALENDAR

Motion: “To approve the 2023/24 Board calendar as circulated.”

Carried

12. 2023 MANDATE LETTER

Motion: “To approve the 2023 Mandate letter as circulated.”

Carried

13. BOARD POLICY GP 150 – TERMS OF REFERENCE OF BOARD COMMITTEES AND TASK GROUPS

- Current board sub-committee structure (6 committees): Finance, Audit, Development, Policy, Human Resources, Facilities Planning.
- Proposed sub-committee structure (3 committees):
 - Finance & Audit Committee;
 - Governance Committee (formerly Development Committee, and Policy Committee); and
 - Human Resources.
- Facilities planning briefs will be brought to regular board meetings in future.

Motion: “To approve Board Policy GP 150 – Terms of reference of Board Committees and Task Groups as circulated.”

Carried

14. CHAIR’S REPORT

- The Board Chair attended/participated in the following:
 - Four sub-committee meetings;
 - President’s annual evaluation; and
 - Student ceramic show.

TOPIC

15. MEMBERS' REPORT:

- ATCO Lumber Products hosted a mill tour for Millwright/Machinist program students;
- Presented Board of Governor scholarships at multiple regional high school graduation ceremonies;
- Toured the Grand Forks campus; and
- End of term (last board meeting) for Scott Weatherford and Audrey Repin. The Board Chair thanked both Scott and Audrey for their significant service to the board over their terms.

16. CLOSED SESSION

Motion: "To move into the closed session."

Carried