

## OPEN SESSION MINUTES

Tuesday, January 28, 2025

4:30 p.m. – 6:10 p.m.

Staff Lounge, Castlegar Campus /Teams

# BOARD OF GOVERNORS

### BOARD MEMBERS ATTENDING:

Margaret Sutherland, Chair	Amed Naqvi, Vice Chair
Debbie Bird	John Dutton
Thompson Hickey	Ken Wyllie
Bronwyn Krause	Mary Austin
Abina Thomas	Kim Pham
Darcy Falkenhagen, EdCo Chair	Maggie Matear, President

### REGRETS:

Udayveer Miglani	Christy Anderson
------------------	------------------

### LEADERSHIP TEAM MEMBERS ATTENDING:

Taya Whitehead, VP Education & Students  
Lareena Rilkoff, VP College Services  
Brier Albano, Associate VP Student Success  
Stacey Matthews, Executive Director HR  
Andrea Hall, Executive Director Finance/CFO  
James Heth, Registrar  
Donna Drover, Director Facilities & Business Services  
Nick Howald, CIO  
Marissa Carrasco, Director Student Wellness & Engagement  
Tiffany Snauwaert, Dean  
Tracy Punched, Dean  
Allison Alder, Dean  
Tammie Clarke, Dean

### OBSERVERS ATTENDING:

Ken Laing, SCFA

### GUESTS:

Leeza Perehudoff, Research Assistant  
Marta Abel, People, Culture & Organizational Development Advisor

### TOPIC

1. MEETING OPENING
  - Elder Gerry Rempel opened the meeting in a good way.
2. TERRITORIAL ACKNOWLEDGEMENT
  - Board member John Dutton provided the territorial acknowledgement.
3. ADDITIONS TO THE OPEN SESSION AGENDA OF JANUARY 28, 2025
  - There were no additions to the agenda of January 28, 2025.
4. ADOPTION OF THE OPEN SESSION AGENDA OF JANUARY 28, 2025

**Motion:** “To adopt the open session agenda of January 28, 2025 as circulated.”

*Carried*

## 5. ADOPTION OF THE CONSENT AGENDA OF JANUARY 28, 2025

- Draft Open Session Minutes of November 26, 2024
- Submission to the Standing Committee on Citizenship and Immigration
- Minister Marc Miller’s reply letter 2024-01339644
- Letter to Minister Kang Nov. 29<sup>th</sup>, 2024
- Minister Kang’s reply letter Dec. 24, 2024
- Enrolment Dashboard – January 2025
- EdCo Report – January 2025
- Draft Finance & Audit Committee Minutes of January 20, 2025
- Draft Governance Committee Minutes of January 20, 2025
- Draft Policy E 10 – Primary Ends
- Mandate letter to Minister Kang dated Jan. 16, 2025

The Board requested that the Mandate Letter to Minister Kang be pulled for further discussion during the President’s report.

**Motion:** “To adopt the consent agenda of January 28, 2025 as amended.”

*Carried*

## 6. EQUITY, DIVERSITY AND INCLUSION

- Equity in Employee Recruitment & Selection Report 2024
- Presentation slides are linked [here](#) for the board members’ review.
- Presenters Marta Abel and Leeza Perehudoff provided the following:
  - An overview of the circulated report and the analyses of data collected from applications received from Nov. 2023 to Oct. 2024
  - Direction from the EDI Action Plan for the report: To develop a process for safely and respectfully collecting and analyzing relevant data and EDI metrics that will support data-informed decision making with respect to identifying priority initiatives and allocating resources
  - Regional and provincial labour force population data
  - Selkirk College recruitment data and trends within the three groups and the employee groups (unions and exempt)
  - Recommendations: Job application terminology to racialized workers, qualitative analytics lens on EDI efforts, 12 month interval or analyses.

## 7. PRESENTATION

- Legal Liability Training
- Presenters Amed Naqvi and Ken Wyllie
- Presentation material, *Top 10 Board Governance Mistakes*, linked [here](#) for Board review, included the following topics;
  - Failing to Understand your fiduciary duty;
  - Too much deference to the Executive Committee or Board Chair;
  - Avoiding hard questions;
  - Insufficient conflict management;
  - Lack of awareness of laws;
  - Operating with outdated or inconsistent governing documents;
  - Airing disagreements outside the boardroom;
  - Recruiting and selecting board members without due care;
  - Failing to document actions appropriately; and
  - Failing to hold people accountable or reviewing program effectiveness.

## 8. PRESIDENT'S REPORT

- In addition to the circulated report, the President stated:
  - The President's Report and goals will continue to be updated to align with the new Strategic Plan.
  - Two Business students (and Student Union Directors), Jaspreet Kaur and Deepak Kumar Angurala, finished in 3<sup>rd</sup> place at a global business simulation competition supported by their Instructor, Mike Konkin.
  - Discussions are underway on aligning college operational plans with the strategic plan, ensuring they complement and support one another.
  - IRCC policy changes: CIPan continues to provide high-level advocacy work, adding more programs to the CIP list. Local community members and organizations have also sent advocacy letters to Minister Miller.
- The mandate letter to Minister Kang was high-level but specified the need to identify efficiencies and cost-saving measures within the sector. Given the Province's current \$9.4B deficit and potential impacts from impending U.S. trade developments, no additional funding or one-time year-end allocations are expected this year for postsecondary institutions.
- The Occupational Climate Survey, last taken in 2023, will be offered to all staff in late February or early March. The college is committed to completing the survey every two years. Of note is that the current climate of fiscal emergency is not especially positive and this may be reflected in the results this year.

## 9. TUITION FEE ANALYSIS REPORT

- The Associate VP Student Success noted:
  - The tuition fee comparison information is on page four of the circulated report.
  - Selkirk College charges tuition based on course hours, not credits, as most other provincial institutions do and how hours based complicates the audit process.
  - Selkirk is carefully considering changing to credit-based tuition charges when capacity allows.

## 10. TUITION FEE BYLAW

- Notice of (February) motion.
- The Registrar stated the tuition and fees in the circulated bylaw for 2025-2026 have been adjusted by the Provincial policy amount of 2%.
- Discussion ensued on the changes made to increase accessibility for Academic Upgrading & Development and Indigenous courses.

## 11. QUARTERLY FORECAST REPORT

- The Executive Director of Finance/CFO reviewed the circulated forecast report completed in mid-December, addressed anomalies and shared that a \$1M deficit is projected for year-end, down from the earlier projection of \$2.4M

## 12. BUDGET PLANNING 2025-26

- The Executive Director Finance/CFO provided a verbal update stating all budget holders have completed an initial review of their budgets. A second budget review to find further cost savings and efficiencies has been requested.

## 13. FOUNDATION BOARD INTEREST

- The President referenced the circulated brief and stated the college board is seeking an interested college board member to sit on the Selkirk College Foundation Board. This member would act as a liaison between the two boards. Interested members were asked to contact the President or the Board Chair directly.

14. BOARD CHAIR'S REPORT

- A verbal report of the activities since the November report was provided:
  - Attended the annual Foundation Gala
  - Attended the HR, Finance & Audit, and Governance Committee meetings
  - Joined an introductory meeting with PSFS Minister Kang virtually
  - Board recruitment update: One community member has applied and sent supporting documents to the Crown Agencies & Board Resourcing Office (CABRO); other possible candidates will be contacted.
  - Will meet with the Ministry and CABRO next month to discuss board appointments.
  - The Governance Committee planned a 'Coffee and Cookies with the Board' event before the February Board meeting to provide the board with an opportunity to meet with staff and students casually.

15. MEMBERS' REPORT

- A member stated he applauds the college's efforts to identify and communicate the accomplishments of our students and suggested the board should consider amplifying these stories.

16. STUDENTS' REPORT

- A student member stated:
  - Appreciated the Foundation Gala and the community response. Positive feedback was received.
  - Students appreciated the winter semester Get Connected winter event.

17. CLOSED SESSION

**Motion:** "To move into the closed session."

*Carried*