

With respect for cultures and the needs of communities, Northern Lakes College provides quality educational programs and services which enable adults to continue their education, to improve their employment opportunities, and to enhance their quality of life.



## MINUTES

### The Board of Governors of Northern Lakes College

January 26, 2010

Videoconference: Slave Lake – Grouard – Peace River

Present:

<b>Governors</b>	
Trevor Gladue - <i>Public Member (Chair)</i>	✓
Archie Cunningham - <i>Public Member (Vice Chair)</i>	✓
Ahmed (Andy) Assaf - <i>Public Member</i>	✓
Sandra Willing - <i>Public Member</i>	✓
Maddy Daniels - <i>Public Member</i>	✓
Fred F. Willier - <i>Public Member</i>	✓
Wilf Willier - <i>Public Member</i>	✓
Jule Asterisk - <i>Students' Association-nominated Member</i>	✓
Colin Ross - <i>Staff Association-nominated Member</i>	✓
Scott Biggin - <i>Faculty Association-nominated Member</i>	✓
Rick Neidig - <i>President</i>	✓
<b>Staff</b>	
Madeline McVey, <i>Vice President, Academic</i>	✓
Lynne Haas, <i>Vice President, College Services</i>	✓
Brad Hestbak, <i>Senior Director, External Relations</i>	✓
Dave Pike, <i>Senior Director and CFO, Finance</i>	✓
Randy Anderson, <i>Community Consultant</i>	✓
Leigh Davies, <i>Secretary to the Board of Governors</i>	✓

#### 1. Opening

**Call to Order:** The meeting was called to order by the Chair at 4:00 PM.

##### 1.1 Adoption of Agenda

**MOTION 050-09/10:** Moved by Andy Assaf  
That the agenda for January 26<sup>th</sup>, 2010 be adopted with additions.

**CARRIED**

##### 1.2 Acceptance of Minutes

###### 1.2.1 November 24, 2009

**MOTION 051-09/10:** Moved by Colin Ross  
That the minutes of October 27, 2009 be approved.

**CARRIED**

**2. Introduction of Guests:**

No guests were present.

**3. Presentations and Delegations:**

No presentations or delegations were heard.

**4. Reports**

**4.1 President's Report: Rick Neidig**

President Neidig reported that a contract has been negotiated with Health Canada, First Nations and Inuit Health Branch, to develop a Medical Receptionist program for Aboriginal health centres. The funds for this year's Skills Investment Program have now been used up, and students applying late for Alberta Employment and Immigration funding are finding that it is no longer available to them. The WorldSkills equipment donation recently received by the College has now been valued at \$532,110. Some small items will be returned for redistribution to other institutions. The President indicated that renovations are well underway on the Noralta building in Slave Lake. Students have begun occupying the Mouallem Student Residence in Slave Lake, and it is anticipated that the facility will be fully occupied by mid-February. Mr. Neidig reported that work is has commenced on the 2008-2009 Annual Report, that the College has gone live with the common application system (APAS), and that advertising for a new Registrar for the College has commenced. The Woodland Equipment Operating Program, which has not been offered since 2007, will commence this spring with 12 students.

**4.2 Quarterly Investments Report: Dave Pike**

Senior Director and CFO, Mr. Pike, presented the quarterly report on the College's investments. Considerable improvement in returns has occurred since June 30, 2009.

**4.3 College Budget Second Quarter Report: Dave Pike**

The Board had previously indicated its wish to be presented only with second and third quarter budget forecasts, as expenditures are quite limited during the first quarter. It was reported that it is likely that a small budget surplus for the 2009-2010 operational year can be expected.

**4.4 Board Budget Second Quarter Update: Leigh Davies**

The Board Secretary indicated that travel expenses will be somewhat over budget; however, a small surplus is forecast at year end.

**4.5 Business Plan Achievements Second Quarter Report: Rick Neidig**

President Neidig presented the achievements relative to Business Plan goals, as of the end of the second quarter.

**MOTION 052-09/10:** Moved by Wilf Willier

That the Board accept as information the President's report, the Quarterly Investment Report, the College Budget Second Quarter Update Report, the Board Budget Second Quarter Update, and The Business Plan Achievements Second Quarter Report.

**CARRIED**

**5. Business Arising-Ongoing**

**5.1 Procedures for Governors' IT Needs: Leigh Davies**

Governors were asked to advise the Secretary of any computer difficulties, and to drop off malfunctioning equipment to the nearest campus for shipment to either the Slave Lake or Grouard campuses. Mr. Davies will communicate with the IT Department and secure repairs.

**6. New Business**

**6.1 Official Opening of the High Prairie Health Careers Centre: Rick Neidig**

Governors were briefed on the opening of the Centre, which has been tentatively planned to coincide with the February 23<sup>rd</sup> Board meeting. The opening of the Noralta Building in Slave Lake was also discussed.

**MOTION 053-09/10:** Moved by Sandra Willing

That the official opening of the High Prairie Health Careers Centre be held to coincide with the February 23<sup>rd</sup> Board meeting in High Prairie.

**CARRIED**

**MOTION 054-09/10:** Moved by Andy Assaf

That the official opening of the Noralta Building be held just prior to the March 23<sup>rd</sup> Board meeting in Slave Lake.

**CARRIED**

**6.2 Governors' Conference and PACE Nominee: Leigh Davies**

The Secretary briefed that Board on the structure of the Governors' Conference and Provincial Awards Celebrating Excellence (PACE) to be held in Calgary April 28<sup>th</sup> and 29<sup>th</sup>. The Secretary suggested that the April Board meeting be moved from April 27<sup>th</sup> to April 28<sup>th</sup>, and held in Calgary prior to the Conference. The Board was asked to approve the Chair's nomination of Mr. Gerald Cunningham, President of the Métis Settlements General Council as the Board's nominee for the 2010 PACE award.

**MOTION 055-09/10:** Moved by Maddy Daniels

That the Board approve the PACE nominee put forward by the Chair.

**CARRIED**

**MOTION 056-09/10:** Moved by Maddy Daniels

That the April 27<sup>th</sup> Board meeting be moved to April 28<sup>th</sup>, and conducted in Calgary prior to the Governors' Conference.

**CARRIED**

**6.3 Mandate & Roles Document Approval: Leigh Davies**

Under the Alberta Public Agencies Governance Act, all public agencies and boards are required to submit a formal Mandate and Roles Document (MRD) signed by the Chair and approved by the Minister of Advanced Education and Technology.

**MOTION 057-09/10:** Moved by Jule Asterisk

That the Board approve the Mandate and Roles Document (MRD).

**CARRIED**

**6.4 2010-2011 Draft Tuition Fee Schedule: Rick Neidig**

The draft tuition fees document reflects fees which do not exceed the Ministerial directive that increases not exceed 1.5%. The final fee schedule will be approved by the Board following the annual consultation on fees which will be conducted with students during the February Board meeting.

**MOTION 058-09/10:** Moved by Wilf Willier

That the Board receive the draft 2010-2011 tuition fee schedule as information.

**CARRIED**

**6.5 MD of Opportunity Meeting January 18<sup>th</sup>: Rick Neidig**

The MD discussed with the President ways in which they may assist students to achieve success, and how it might engage in positive partnerships with the College.

**6.6 Out of Country Travel Request: Rick Neidig**

An employee requested permission to travel out of country to attend an international conference, February 17<sup>th</sup> to February 19<sup>th</sup>, at a total cost of \$1500.

**MOTION 059-09/10:** Moved by Fred Willier

That the Board approve the out of country travel request.

**CARRIED**

**7. Policy Review: Leigh Davies**

No policies were presented for review.

**MOTION 060-09/10:** Moved by Andy Assaf

That the Board move in camera.

**CARRIED**

**The Board moved in camera at 5:20 pm.**

**MOTION 061-09/10:** Moved by Archie Cunningham  
That the Board move out of camera.  
**CARRIED**

**The Board moved out of camera at 5:45 pm.**

**The meeting adjourned at 5:46 pm.**

**The next meeting will be held in High Prairie on February 23<sup>rd</sup>, beginning with the annual consultation on fees with students. The official opening of the High Prairie Health Careers Centre also will be conducted at this time.**