

#### Mission Statement

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

March 14, 2014

10:00 a.m.

Slave Lake Campus

#### Present:

<b>Governors</b>	
Archie Cunningham - <i>Public Member (Chair)</i>	✓
Sandra Willing - <i>Public Member (Vice Chair)</i>	✓
Gerald Cunningham - <i>Public Member</i>	
Earl Laboucan - <i>Public Member</i>	✓
Dan Fletcher - <i>Public Member</i>	
Jennifer Moore - <i>Public Member (Teleconference)</i>	✓
Wilf Willier - <i>Public Member</i>	✓
Shona Hommy-Bugarin - <i>Faculty Association-nominated Member (Teleconference)</i>	✓
Joyce Boucher – <i>Student-nominated Member</i>	✓
Odessa Ptashnyk - <i>Staff Association-nominated Member</i>	✓
Ann Everatt – <i>President and CEO</i>	✓
<b>Staff</b>	
Madeline McVey, <i>Vice President, Academic</i>	✓
Rob LeSage, <i>Vice President, Corporate Services and Chief Financial Officer</i>	✓
Brad Hestbak, <i>Senior Director, External Relations</i>	
Randy Anderson, <i>Community Liaison</i>	✓
Cyndy Lorincz, <i>Dean, Student Services &amp; Registrar</i>	✓
Paulette Campiou, <i>Executive Assistant to the Board of Governors and President &amp; CEO</i>	✓

## **1. Opening**

**1.1 Call to Order:** The meeting was called to order at 10:00 a.m. by the Chair, Archie Cunningham.

### **1.2 Adoption of Agenda**

Addition to Committee of the Whole: Northern Lakes College Audit Report to Innovation & Advanced Education from the Auditor General.

**MOTION 097-13/14:** Moved by Jennifer Moore  
That the agenda for March 14, 2014 be adopted as amended.

**CARRIED**

### **1.3 Acceptance of Minutes**

**MOTION 098-13/14:** Moved by Sandra Willing  
That the minutes of February 14, 2014 be accepted as presented.

**CARRIED**

### **1.4 Committee of the Whole**

#### **1.4.1 Motion to move into Committee of the Whole.**

**MOTION 099-13/14:** Moved by Odessa Ptashnyk  
That the Board move in to the Committee of the Whole meeting.

**CARRIED**

The Board moved in to Committee of the Whole at 10:06 a.m. Vice-Chair, Sandra Willing assumed the Chair.

#### Association of Community Colleges Conference (ACCC)

The ACCC Annual Conference will be in Ottawa from May 25 to May 27, 2014. This conference provides opportunities to connect with other colleges, institutes and polytechnics to share common interests and strategies. Two members of the Board, the President and the Director, Careers Programs will attend the ACCC 2014 Conference.

The Director, Careers Program will be a presenter at the conference. This is the second time Northern Lakes College has been asked to provide a presentation at this conference.

Objectives for Northern Lakes College representatives at the ACCC 2014 Conference are: communicate the college's successes, network to achieve more

partnering opportunities, and investigate different approaches to Governance in comparison to Northern Lakes College.

2014 League of Innovation in the Community College Conference

The conference was in Anaheim, California from March 2 to 5, 2014. One Board Member and two senior staff attended this conference. Regular attendees of this annual event are community college educators, staff and administrators from around the world. The goals of attendees of this conference are to share information and seek innovative solutions to issues affecting their colleges.

Northern Lakes College's attendees gained knowledge about innovative technology that may be utilized to manage the College more efficiently and creative solutions to implementing change in an organization. Additionally, leadership and management sessions and increased networking connections with other institutions to collaborate and share information was gained.

It is recommended that Deans and Senior Management Team members attend this conference next year. The Northern Lakes College management team will work to be a presenter at the League of Innovation Conference.

Northern Lakes College Audit Report to Innovation and Advanced Education from the Auditor General.

The Audit Report to Innovation and Advance Education from the Auditor General was given to the Board. Discussions were held about the report.

**1.4.2 Motion to adjourn Committee of the Whole meeting and move into the Public Meeting of the Board.**

**MOTION 100-13/14:** Moved by Wilf Willier  
That the Board adjourn the Committee of the Whole meeting.  
**CARRIED**

The Board moved out of the Committee of the Whole meeting at 11:42 a.m. Archie Cunningham reassumed the Chair.

**2. In Camera Session**

**MOTION 101-13/14:** Moved by Wilf Willier  
That the Board move in camera.  
**CARRIED**

The Board moved in camera at 11:43 a.m.

**MOTION 102-13/14:** Moved by Joyce Boucher  
That the Board move out of camera.

## **CARRIED**

The Board moved out of camera at 12:35 p.m.

Recessed for lunch at 12:35 p.m.

Meeting reconvened at 1:00 p.m.

### **3. Introduction of Guests**

**3.1 Leanne Supernault, Student Association Vice President**

**3.2 Cyndy Lorincz, Dean, Student Services & Registrar**

**3.3 Shelley Wilkinson, Coordinator, Human Services Programs**

**3.4 Edith MacKenzie, Supervisor, Workforce Development**

### **4. Presentations & Delegations**

#### **4.1 Second Fee Consultation: Leanne Supernault**

The second fee consultation was completed and there were no objections by members of the Student Association.

**MOTION 103-13/14:** Moved by Joyce Boucher  
That the Board accept the Second Fee Consultation presentation for information.

## **CARRIED**

#### **4.2 Financial Aid & Awards: Cyndy Lorincz**

Northern Lakes College provides awards and bursaries to students for all programs to support access, retention and transitions. We provide on approximately 100+ awards valued at \$50,000 each year which represents 86% of total possible awards available. Of those awards, approximately one third are tuition bursaries and another third are financial need bursaries.

**MOTION 104-13/14** Moved by Wilf Willier  
That the Board accept the Financial Aid & Awards presentation for information.

## **CARRIED**

#### **4.3 Early Learning and Child Care: Shelley Wilkinson**

The Early Learning and Child Care certificate program prepares students to work with children ages birth to 12 years of age; focuses on growth at each stage of development with emphasis on the foundational development years of birth to 5 years; educational programming to work with preschool age children; and introduces knowledge and skills to work efficiently with children with exceptionalities. The program is offered on a full-time and part-time basis. Graduates qualify for the Child Development Worker certificate under the Alberta Child Care Licensing Regulation.

**MOTION 105-13/14:** Moved by Joyce Boucher  
That the Board accept the Early Learning and Child  
Care presentation for information.

**CARRIED**

**4.4 Collaborate: Edith MacKenzie**

Northern Lakes College (NLC) offers various courses through Collaborate - a live online classroom. A presentation on NLC Workforce Development Collaborate course offerings was provided. Students residing in Alberta, British Columbia, Saskatchewan, Manitoba, Ontario, Newfoundland, New Brunswick, Nova Scotia, Ontario, Jordan, Saudi Arabia, Trinidad and Tobago, Arab Emirates, and the United States have taken Workforce Development courses through Collaborate.

**MOTION 106-13/14:** Moved by Wilf Willier  
That the Board accept the Collaborate presentation  
for information.

**CARRIED**

**5. Reports**

**5.1 President's Report: Ann Everatt**

The President's report which included community engagement activities, Campus Alberta and College business was presented to the Board.

**MOTION 107-13/14:** Moved by Sandra Willing  
That the Board accept the President's Report for  
information.

**CARRIED**

**5.2 Academic Update: Madeline McVey**

The academic update was presented to the Board.

**MOTION 108-13/14:** Moved by Earl Laboucan  
That the Board accept the Academic Update for  
information.

**CARRIED**

**5.3 Financial and Facilities & Ancillary Report: Rob LeSage**

The Financial and Facilities Ancillary reports were presented to the Board.

**MOTION 109-13/14:** Moved by Earl Laboucan  
That the Board accept the Financial and Facilities &  
Ancillary Reports for information.

**CARRIED**

**5.4 2012-2013 Annual Report Status: Ann Everatt**

The First Reading of the 2012-2013 Annual Report was presented to the Board.

**MOTION 110-13/14:** Moved by Earl Laboucan  
That the Board accept First Reading of the 2012-  
2013 Annual Report for information.  
**CARRIED**

**6. Business Arising-Ongoing**

**6.1 Revised Board Meeting Schedule: Ann Everatt**

The revised Board Meeting Schedule was presented to the Board.

**MOTION 111-13/14:** Moved by Joyce Boucher  
That the Board accept the revised Board Meeting  
Schedule for information.  
**CARRIED**

**7. New Business**

**7.1 Student Role Model Awards Presentation: Leanne Supernault**

Every year the Northern Lakes College Students' Association acknowledges students who are deemed role models in their schools and communities. Nominations for Student Role Models are submitted and reviewed with a preset criterion guide. A student was selected as the recipient of the Student Role Model Award. The Student Role Model Award ceremony will take place on April 8, 2014.

**MOTION 112-13/14:** Moved by Jennifer Moore  
That the Board accept the Student Role Model  
Award presentation for information.  
**CARRIED**

**7.2 First Reading of the 2014-2015 Budget: Rob LeSage**

The First Reading of the 2014-2015 Budget was presented to the Board.

**MOTION 113-13/14:** Moved by Joyce Boucher  
That the Board accept the First Reading of the  
2014-2015 Budget for information.  
**CARRIED**

**7.3 2013-2014 Financial Information Reporting System (FIRS) Report:  
Madeline McVey**

**MOTION 114-13/14:** Moved by Wilf Willier  
That the Board accept the 2013-2014 FIRS report  
for information.  
**CARRIED**

**8. Policy and Procedure Review**

### **8.1 Copyright Compliance Policy**

The First Reading of the Copyright Compliance Policy was provided to the Board.

**MOTION 115-13/14:** Moved by Odessa Ptashnyk  
That the Board accept the First Reading of the  
Copyright Compliance Policy.

**CARRIED**

### **8.2 Travel Expense, Hospitality & Public Disclosure Policy**

The Travel Expense, Hospitality & Public Disclosure Policy was presented to the Board. The Board asked that changes be made to the policy and brought back to the Board for review.

### **8.3 Out of Country Travel Policy**

The Out of Country Travel Policy was presented to the Board for approval.

**MOTION 116-13/14:** Moved by Wilf Willier  
That the Board approve the Out of Country Travel  
Policy.

**CARRIED**

### **8.4 Board Member Recognition Procedure**

The Board Member Recognition Procedure was presented to the Board for approval.

**MOTION 117-13/14:** Moved by Jennifer Moore  
That the Board approve the Board Member  
Recognition Procedure.

**CARRIED**

## **9. In Camera Session**

**MOTION 118-13/14:** Moved by Odessa Ptashnyk  
That the Board move in camera.

**CARRIED**

The Board moved in camera at 4:28 p.m.

**MOTION 119-13/14:** Moved by Odessa Ptashnyk  
That the Board move out of camera.

**CARRIED**

The Board moved out of camera at 4:45 p.m.

## **10. Adjournment**

**MOTION 120-13/14:** Moved by Wilf Willier  
That the meeting adjourn.  
**CARRIED**

The meeting was adjourned at 4:47 p.m.

**11. The next meeting will be on April 11, 2014 at the Grouard Campus.**