

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

December 17, 2012  
Slave Lake Campus, 10:00 a.m.

Present:

<b>Governors</b>	
Archie Cunningham - <i>Public Member (Chair)</i>	✓
Gerald Cunningham - <i>Public Member (Vice Chair)</i>	✓
Earl Laboucan - <i>Public Member</i>	✓
Colin Kelly - <i>Public Member (On Leave)</i>	
Jennifer Moore - <i>Public Member</i>	✓
Wilf Willier - <i>Public Member</i>	✓
Sandra Willing - <i>Public Member</i>	✓
Scott Biggin - <i>Faculty Association-nominated Member</i>	✓
Jordan Koski – <i>Student-nominated Member</i>	✓
Colin Ross - <i>Staff 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>	✓
Rob Lesage, <i>Senior Director and Chief Financial Officer</i>	✓
Brad Hestbak, <i>Senior Director, External Relations</i>	✓
Randy Anderson, <i>Community Consultant</i>	
Leigh Davies, <i>Secretary to the Board of Governors</i>	✓

#### 1. Opening

**1.1 Call to Order:** The meeting was called to order at 10:07 a.m. by Chair Archie Cunningham.

#### 1.2 Adoption of Agenda

**MOTION 055-12/13:** Moved by Jennifer Moore  
That the agenda for December 17, 2012 be adopted as presented.  
**CARRIED**

### **1.3 Acceptance of Minutes**

**MOTION 056-12/13:** Moved by Sandra Willing  
That the minutes of November 14, 2012 be approved.  
**CARRIED**

### **1.4 Motion to Move to Committee of the Whole**

**MOTION 057-12/13:** Moved by Sandra Willing  
That the Board move into Committee of the Whole.  
**CARRIED**

**The Board moved into Committee of the Whole at 10:14 a.m. Vice Chair Gerald Cunningham assumed the Chair.**

The Board reviewed changes suggested for the Audit Committee Terms of Reference, and discussed the recent Audit Committee training held in Edmonton. The need to become more familiar with results-based budgeting is a priority for all Board members, and it was agreed that finance-related topics should be prominent on the agenda for the joint Board-Council of Community Education Committees (CCEC) workshop to be held in April. Governors decided that the Board member orientation session will be held on Sunday, March 3<sup>rd</sup> in High Prairie. The Secretary will distribute the resources/topics outline from the previous session, and this will be reviewed at the January Board meeting. Governors discussed the proposed 2013-2014 tuition fees, preparatory to the annual fee consultation with the Students' Association.

**MOTION 058-12/13:** Moved by Jennifer Moore  
That the Board adjourn Committee of the Whole.  
**CARRIED**

**The Board moved out of Committee of the Whole at 11:34 a.m.**

**Archie Cunningham reassumed the Chair.**

**The Board recessed at 11:35 for the first meeting of the annual consultation with the Students' Association on the proposed fees for the next operational year. A joint Students' Association – Board luncheon followed.**

**The meeting resumed at 1:07 p.m.**

## **2. Introduction of Guests**

Lisa Richard, Business Manager for the Students' Association and Cyndy Lorincz, Dean of Student Services and Registrar were introduced at the fee consultation with students. Ms. Rachel Ouellette, Director, Academic Upgrading and Mr. Dave Blackmore, Executive Director, Woodland Operations Learning Foundation were introduced prior to their presentations to the Board.

**3. Presentations:**

Ms. Rachel Ouellette provided the Board with a presentation on the College's Academic Upgrading program. The Chair thanked Ms. Ouellette for her presentation.

**MOTION 059-12/13:** Moved by Gerald Cunningham  
That the Board receive Ms. Ouellette's presentation as information.  
**CARRIED**

Mr. Dave Blackmore provided the Board with a presentation on the role of the Woodland Operations Learning Foundation and outlined current activities of the Foundation and the future in light of the coming re-vitalization of the forestry industry. The Chair thanked Mr. Blackmore for his presentation.

**MOTION 060-12/13:** Moved by Jennifer Moore  
That the Board receive Mr. Blackmore's presentation as information  
**CARRIED**

**4. Reports**

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

The President reported that applications for federal Community Infrastructure Improvement Grants have been completed for Moosehorn Lodge and the Slave Lake Pool. The Dene Tha' First Nation is also submitting an application for various projects in Chateh. The grants require matching funds from other sources. The first part of the work on the Slave Lake campus pool will involve reinforcing of the ten upright supports using pool funds and provincial Infrastructure Maintenance Program funds. The second part is projected to cost \$261,100 and requires Community Infrastructure Improvement Grants to cover the installation of sloping concrete to the floor drains, and a waterproof membrane under a re-tiled pool deck. Mr. Neidig indicated that the College has received payment from the Town of Slave Lake's insurance company to cover the rent of facilities during the fire. Recently, a meeting with government officials was held to discuss the outstanding invoice covering the cost to the College of supporting the emergency response.

The December general staff meeting was held in Peace River on December 7<sup>th</sup> and featured internal marketing and informational presentations on the Early Childhood Education program, Community-based Teacher Program, the collaborative Business Administration Program with Portage College, CTV advertising, online logo-wear purchases, and the celebration of 30 years of distance learning at the College. On November 28<sup>th</sup>, eCampus Alberta celebrated ten years of operation. Several employees at the Slave Lake campus took part in the celebration online.

The President reported that he and the Board Chair will participate in January with other chairs and presidents in discussions on the creation of a renewed vision and outcomes for Campus Alberta and the enhancement of connections with the K-12 system. *The Growing the North Conference* will be held in Grande Prairie February 19 to 21, and will include a "Dinner with the Premier" event the evening of February 20. Development of the College's Paramedic Program is on-hold for now as Enterprise and Advanced Education has advised that other programs in the province

are not full. Academic Council has recommended that the Early Childhood Education Program be re-named the Early Learning and Child Care Program. Fourth year Aboriginal Teacher Education Program (ATEP) student Cindy Lee Auger from the Wabasca-Desmarais area was presented with the 2012 Alberta School Boards' Association (ASBA) President's Award. The award recognizes individuals who have overcome obstacles and personal challenges, on their way to a career in teaching. The College has received \$190,000 in one-time funding and will add extra seats to the Healthcare Aide Program. In addition, one-time funding of \$125,000 per site will be received to set up new Practical Nursing Program sites in Fairview and Athabasca.

**MOTION 061-12/13**                      Moved by Sandra Willing  
That the Board receive the President's report as information.  
**CARRIED**

**5. Business Arising-Ongoing**

**5.1 Resolution to Dispose of the Faust Campus: Rick Neidig**

**MOTION 062-12/13**                      Moved by Colin Ross  
That the Board approve the resolution to dispose of the Faust campus building and associated land.  
**CARRIED**

**The Board recessed at 2:45 p.m.**

**The Board reconvened at 2:52 p.m.**

**5.2 Janitorial Contracts: Lynne Haas/Archie Pronger**  
The Board was asked to approve janitorial contracts for the Wabasca and High Level campuses, as the amounts involved exceed the President's signing authority.

**MOTION 063-12/13**                      Moved by Scott Biggin  
That the Board approve the awarding of the Wabasca janitorial contract to All Canada Clean Corporation for 36 months from January 1, 2013 to December 31, 2015, for a total cost of \$219,202.20.  
**CARRIED**

**MOTION 064-12/13**                      Moved by Wilf Willier  
That the Board approve the awarding of the High Level janitorial contract to Fugere Carpet Cleaning & Janitorial Limited for 36 months from January 1, 2013 to December 31, 2015, for a total cost of \$202,608.00.  
**CARRIED**

### **5.3 Peerless/Trout Business Case: Archie Pronger**

#### **MOTION 065-12/13 Moved by Sandra Willing**

That the Board approve the Business Case for the Peerless/Trout project.

**CARRIED**

### **6. New Business**

#### **6.1 Audit Committee Terms of Reference: Jennifer Moore**

#### **MOTION 066-12/13: Moved by Jennifer Moore**

That the Board Audit Committee Terms of Reference be approved as amended.

**CARRIED**

### **7. Policy Review**

#### **7.1 Honoraria Policy**

The Secretary presented comparison data on honoraria levels and practices at other Alberta colleges and technical institutes. Governors agreed to revise the existing policy so that it is clear that employees serving on the Board of Governors are to receive honoraria payments for attendance at Board and committee meetings. As is stated in the existing policy, these provisions will not apply to the President while serving on the Board or attending committee meetings.

#### **MOTION 067-12/13: Moved by Wilf Willier**

That the Honoraria Policy be approved as revised.

**CARRIED**

**Earl Laboucan left the meeting at 3:41 p.m.**

#### **7.2 Travel Expense, Hospitality and Public Disclosure Policy (1<sup>st</sup> Reading)**

At the November meeting, the Board reviewed the comparison of provincial policy to the College policy related to travel expenses, hospitality and public disclosure. The first reading draft of the policy was developed from feedback from discussions at the November meeting.

#### **MOTION 068-12/13: Moved by Rick Neidig**

That the Travel Expense, Hospitality and Public Disclosure Policy be approved for first reading.

**CARRIED**

#### **MOTION 069-12/13 Moved by Wilf Willier**

That the Board move in camera.

**CARRIED**

**The Board moved in camera at 4:06 p.m.**  
**Mr. Laboucan returned to the meeting at 4:07 p.m.**

**MOTION 070-12/13                      Moved by Sandra Willing**  
**That the Board move out of camera.**  
**CARRIED**

**The Board moved out of camera at 4:14 p.m.**

**The meeting was adjourned at 4:16 p.m.**

**The next meeting will be a videoconference meeting on January 16, 2013, beginning at 10:00 a.m.** It is anticipated that Peace River, Grouard and Slave Lake will be the videoconference sites.