

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

**September 19, 2012**  
**Slave Lake Campus, 9:00 a.m.**

**Present:**

<b>Governors</b>	
Archie Cunningham - <i>Public Member (Chair)</i>	✓
Gerald Cunningham - <i>Public Member (Vice Chair)</i>	✓
Ahmed (Andy) Assaf - <i>Public Member</i>	✓
Colin Kelly - <i>Public Member</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 9:07 a.m. by Chair Archie Cunningham.

#### **1.2 Adoption of Agenda**

**MOTION 001-12/13:** Moved by Andy Assaf  
That the agenda for September 19, 2012 be adopted.  
**CARRIED**

#### **1.3 Acceptance of Minutes**

**MOTION 002-12/13:** Moved by Sandra Willing  
That the minutes of June 19, 2012 be approved.  
**CARRIED**

**MOTION 003-12/13:** Moved by Wilf Willier  
That the minutes of June 26, 2012 be approved.  
**CARRIED**

**MOTION 004-12/13:** Moved by Colin Ross  
That the minutes of August 23, 2012 be approved.  
**CARRIED**

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

**MOTION 005-12/13:** Moved by Sandra Willing  
That the Board move into Committee of the Whole.  
**CARRIED**

**The Board moved into Committee of the Whole at 9:12 a.m. Vice Chair Gerald Cunningham assumed the Chair.**

Audit Committee Chair Jennifer Moore reported on the Audit Committee meeting of September 5<sup>th</sup> and the subsequent videoconference meeting with the Auditor-General's staff held on the same date. The Committee recommended to the Board that the Financial Statements for the year ended June 30, 2010 be approved. The draft 2009-2010 Annual Report which had been delayed due to audit lags was presented to the Board. Governors were invited to submit their feedback on the Report to the President by Friday, September 28<sup>th</sup>. The logistics surrounding the Board's October 17<sup>th</sup> meeting in Peerless Lake were discussed. Tentatively, Governors will stay in Red Earth the night of October 16<sup>th</sup> and journey to Peerless Lake on the morning of October 17<sup>th</sup>. It is anticipated that a luncheon with community leaders will be held in conjunction with the Board's visit to Peerless Lake. The Secretary indicated that Minister Khan's office recently suggested that the Minister may be available to meet with the Board at their October 17<sup>th</sup> meeting. Travel arrangements would entail the Minister's plane landing at either Red Earth or Trout Lake, and transported by vehicle to Peerless Lake. Discussions with the Minister's scheduling assistant are to continue.

**MOTION 006-12/13:** Moved by Jennifer Moore  
That the Board adjourn Committee of the Whole.  
**CARRIED**

**The Board moved out of Committee of the Whole at 9:35 a.m.**

**Archie Cunningham reassumed the Chair.**

## **2. Introduction of Guests**

- 2.1 Ms. Rachel Ouellette, Director, Academic Upgrading**
- 2.2 Ms. Cyndy Lorincz, Dean, Student Services and Registrar**

### **3. Presentations:**

#### **3.1 The Life Skills Program: Rachel Ouellette**

Ms. Ouellette spoke on the College's Life Skills program and answered questions from Governors.

The Chair thanked Ms. Ouellette for her presentation.

#### **MOTION 007-12/13**

Moved by Andy Assaf

That the Board receive Ms. Ouellette's presentation on the Life Skills program as information.

**CARRIED**

#### **3.2 Fall Enrollment Report: Cyndy Lorincz**

Ms. Lorincz reviewed campus enrollments by program and total program enrollment numbers. It was noted that there was a slight increase in the total number of students enrolled at the College's campuses, and that a significant increase in enrollment has occurred over last year at the Slave Lake campus.

The Chair thanked Ms. Lorincz for her presentation.

#### **MOTION 008-12/13**

Moved by Colin Kelly

That the Board receive Ms. Lorincz's presentation on the fall enrollment figures as information.

**CARRIED**

### **4. Reports**

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

The President reported that the Canada Revenue Agency (CRA) had conducted a GST audit in July. The Grouard Northland School offered a summer reading program at the College's Grouard campus from July 9<sup>th</sup> to August 10<sup>th</sup>. Over the summer, Careers the Next Generation was contracted to assist with engaging youth in the College's dual credit efforts and the Tolko project specifically. The Tolko site was readied for instruction in only 56 days, thanks to the hard work of College staff. Mr. Neidig indicated that he had made a presentation to the President's Academy of the Association of Canadian Community Colleges (ACCC) over the summer. Minister of Culture, Heather Klimchuk conducted a tour of northern communities to raise awareness of the region's rich history and vibrant culture. She toured Grouard and met with the Grouard Historical Society, the MD of Big Lakes, and representatives of the Church and the College.

The Emergency Medical Technician (EMT) and Emergency Medical Responder (EMR) programs are due for review by the Alberta College of Paramedics this year. In spite of lower entrance requirements than previous offerings, the Water/Wastewater program was cancelled at the end of June due to low registrations. A request to Alberta Human Services (Skills Investment Plan) to fund 12 seats of English as a Second Language in La Crete was approved in July. An offering will be organized for February 2013, subject to suitable enrollment numbers. Registrar and Dean of Students Services Cyndy Lorincz was selected by the Alberta Association of

Colleges and Technical Institutes (AACTI) to sit on the Training Provider Advisory Committee of Alberta Human Services. Health Canada has indicated they will extend their contribution agreement with the College to continue the Addictions Service Worker program into 2014. Alberta Human Services has updated their certification guide to reflect approval of the College's Early Childhood Education program. Graduates will be eligible for certification as a Child Development Worker. This year's student handbook for Academic Upgrading was produced for viewing on Moodle as a cost-saving feature by Director Rachel Ouellette and her staff. Governor Jennifer Moore introduced the College to Cargill's new operation at McLennan. A meeting was held in August and the Open House and tour was attended by several staff members on September 5<sup>th</sup>. A future meeting is expected for the discussion of Cargill's training needs.

The President stated that the College's Facilities staff members are assisting Atikameg, as the community experiences intermittent problems with their municipal water infrastructure. On-site emergency washrooms, hand washing stations, and potable water have been supplied and will be needed for the next few months.

**MOTION 009-12/13**                      Moved by Gerald Cunningham  
That the Board receive the President's report as information.  
**CARRIED**

**MOTION 010-12/13**                      Moved by Jordan Koski  
That the Board move in camera.  
**CARRIED**

**The Board moved in camera at 11:15 a.m.**

**Colin Ross and Leigh Davies left the meeting.**

**Rick Neidig left the meeting at 11:20 a.m.**

**Lynne Haas left the meeting at 11:30 a.m.**

**Lynne Haas returned to the meeting at 11:50 a.m.**

**Rick Neidig and Colin Ross returned to the meeting at 12:15 p.m.**

**MOTION 011-12/13**                      Moved by Sandra Willing  
That the Board move out of camera.  
**CARRIED**

**The Board moved out of camera at 12:25 p.m.**

**The Board recessed for lunch at 12:26 p.m.**

**The meeting reconvened at 1:12 p.m.**

**Leigh Davies returned to the meeting.**

**MOTION 012-12/13** Moved by Andy Assaf  
That the Board ratify the Collective Agreement with the Alberta Union  
of Provincial Employees (AUPE), as negotiated.  
**CARRIED**

**Colin Ross abstained.**

**MOTION 013-12/13** Moved by Sandra Willing  
That the Board increase the Pay Schedule in the Compensation  
Regulation for Management Exempt as follows:  
(This is a two-year agreement which expires June 30, 2014)  
Schedule A: Pay Schedule  
July 1, 2012: 2%  
December 1, 2012: 1%  
July 1, 2013: 3%  
**CARRIED**

**Colin Ross abstained.**

**MOTION 014-12/13** Moved by Wilf Willier  
That the Board increase the pay schedule in the Compensation  
Regulation for Senior Management as follows:  
(This is a two-year agreement which expires June 30, 2014)  
July 1, 2012: 2%  
July 1, 2013: 3%  
**CARRIED**

**Rick Neidig and Colin Ross abstained.**

**5. Business Arising-Ongoing**

**5.1 Approval of the 2009 – 2010 Financial Statements: Robert Lesage**

Mr. Lesage, Senior Director of Finance and C.F.O. provided the Board with an overview of the 2009-2010 financial statements. Jennifer Moore, Chair of the Audit Committee, indicated that the Committee recommended approval of the financial statements.

**MOTION 015-12/13** Moved by Jennifer Moore  
That the Board approve the 2009-2010 Financial Statements.  
**CARRIED**

**5.2 The High Prairie Regional Trades Centre Celebration: Brad Hestbak**

Mr. Hestbak, Senior Director of External Relations provided the Board with an overview of the official opening celebrations on October 5<sup>th</sup>, beginning at 11:30 a.m. and invited Governors to attend.

**MOTION 016-12/13**

Moved by Jordan Koski

That the Board receive Mr. Hestbak's presentation as information.

**CARRIED**

**6. New Business**

**6.1 Academic Council Appointments: Madeline McVey**

Ms. McVey, Vice President Academic presented a list of recommended individuals for the Board's seven positions on the 21 seat Academic Council, along with the guidelines for Board appointees which were developed with the Board in 2006. Governors indicated that in the future they wished to have additional information on proposed appointees, and that the 2006 guidelines should be expanded to include the requirement that biographies of the proposed Board appointees be supplied.

**MOTION 017-12/13**

Moved by Gerald Cunningham

That the Board approve the appointees to Academic Council, as recommended by Ms. McVey.

**CARRIED**

**6.2 Millwright Equipment Purchase: Rick Neidig**

President Neidig indicated that the College is currently renting millwright equipment for the High Prairie Trades and Development Centre at rates which make it advisable to purchase new machines and cease renting. The current rental agreement can be cancelled on 90 days' notice. The approximate cost of purchasing the equipment is \$110,000.

**MOTION 018-12/13**

Moved by Gerald Cunningham

That the Board authorize the President to purchase the required equipment for the High Prairie Trades and Development Centre.

**CARRIED**

**7. Policy Review**

**7.1 Gift Acceptance Policy Revision: Rick Neidig**

Consideration of the revised Gift Acceptance Policy was tabled at the June Board meeting to allow the addition of a definition of the "area of greatest need" to be incorporated into the policy. Further revision covering the preservation of endowment values and the management of the Area of Greatest Need Fund were also suggested by the President.

**MOTION 019-12/13**

Moved by Andy Assaf

That the Board approve the revised Gift Acceptance Policy.

**CARRIED**

**7.2 Investment of Funds Policy: Robert Lesage**

Continuation of the current policy with the addition of a clause dealing with impaired investments was recommended by Mr. Lesage.

**MOTION 020-12/13**

Moved by Jennifer Moore

That the Board approve the revised Investment of Funds Policy.

**CARRIED**

**MOTION 021-12/13** Moved by Andy Assaf  
That the Board move in camera.  
**CARRIED**

**The Board moved in camera at 2:07 p.m.**

**MOTION 022-12/13** Moved by Colin Kelly  
That the Board move out of camera.  
**CARRIED**

**The Board moved out of camera at 3:35 p.m.**

**MOTION 023-12/13** Moved by Colin Kelly  
That the Board authorize the President to enter in to a three-year  
\$358,200 contract for the provision of janitorial services at the  
Grouard campus.  
**CARRIED**

**MOTION 024-12/13** Moved by Wilf Willier  
That the President be authorized to spend up to \$450,000 plus up to  
\$120,000 moving charges for modular facilities.  
**CARRIED**

**8. Other Matters**  
**8.1 The Resignation of the President**

**MOTION 025-12/13** Moved by Archie Cunningham  
That the Board accepts with regret the decision of the President to  
retire effective June 30, 2013.  
**CARRIED**

**Andy Assaf left the meeting at 4:10 p.m.**

**8.2 Formation of the Presidential Search Committee**

Members of the Presidential Search Committee are as follows:

Archie Cunningham, Chair

Jennifer Moore

Scott Biggin

Jordan Koski

HR Advisor: Dana Hynes, assisted by Lynne Haas as necessary.

Board Secretary Leigh Davies will provide assistance as necessary.

**The meeting was adjourned at 4:30 p.m.** The next meeting will be held in Peerless Lake  
on October 17<sup>th</sup>, beginning at 10:00 a.m.