

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

October 17, 2012

Peerless/Trout Campus, 10:00 a.m.

Present:

Governors	
Archie Cunningham - <i>Public Member (Chair)</i>	✓
Gerald Cunningham - <i>Public Member (Vice Chair)</i> via T/C	✓
Earl Laboucan - <i>Public Member</i>	✓
Colin Kelly - <i>Public Member</i>	
Jennifer Moore - <i>Public Member</i> via T/C	✓
Wilf Willier - <i>Public Member</i>	✓
Sandra Willing - <i>Public Member</i>	✓
Scott Biggin - <i>Faculty Association-nominated Member</i> via T/C	✓
Jordan Koski – <i>Student-nominated Member</i>	✓
Colin Ross - <i>Staff Association-nominated Member</i>	✓
Rick Neidig - <i>President</i>	✓
Staff	
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>	✓
Lisa Richard, <i>Acting Secretary to the Board of Governors</i>	✓

1. Opening

1.1 Call to Order: The meeting was called to order at 10:02 a.m. by Chair Archie Cunningham. Governors welcomed newly appointed Public Member, Mr. Earl Laboucan of Atikameg. Governors Gerald Cunningham, Jennifer Moore, and Scott Biggin joined the meeting via a teleconference link.

1.2 Adoption of Agenda

MOTION 026-12/13: Moved by Wilf Willier
That the agenda for October 17th, 2012 be adopted with the following changes: Item 9.5 (Property Matter 4) be tabled until the November meeting and replaced with Legal Matter 2.

CARRIED

1.3 Acceptance of Minutes

MOTION 027-12/13: Moved by Sandra Willing
That the minutes of September 19, 2012 be approved.
CARRIED

1.4 Motion to Move to Committee of the Whole

MOTION 028-12/13: Moved by Sandra Willing
That the Board move into Committee of the Whole.
CARRIED

The Board moved into Committee of the Whole at 10:04 a.m. Vice Chair Gerald Cunningham assumed the Chair.

The Board discussed the visit by Minister Khan scheduled for October 22nd in Peace River. Key issues were reviewed and it was agreed that the Chair will lead an informal discussion with the Minister on College strengths and its challenges. It was agreed to add Federal funding issues to a future meeting agenda. The fall retreat was discussed, and it was agreed to hold the retreat in conjunction with the Community Education Committee (CEC) Workshop, April 24-26th. Audit Committee Chair Jennifer Moore indicated that Committee members are invited to attend Audit Committee training in Edmonton on December 10th. Governors requested that the Secretary ascertain if all Board members could attend the training session.

MOTION 029-12/13: Moved by Sandra Willing
That the Board adjourn Committee of the Whole.
CARRIED

The Board moved out of Committee of the Whole at 11:08 a.m.

Archie Cunningham reassumed the Chair.

MOTION 030-12/13: Moved by Wilf Willier
That the Board retreat be postponed until April 24-26, 2013 and coincide with the CEC Workshop.
CARRIED

The meeting recessed at 11:10 a.m. and moved to the Peerless Hall.

Jennifer Moore, Scott Biggin and Gerald Cunningham disconnected from the teleconference link to the meeting.

The meeting resumed at 11:44 at the Peerless Hall.

Discussions took place between the Chief and Council from Peerless Trout First Nation. Also present were employees of the engineering firm hired to put together plans for the development of Trout Lake and Peerless Lake. Included in the plans is the possibility of the construction of a shared K to 12 and College facility.

Governors and their guests recessed for lunch at 12:20 p.m.

The meeting with Chief and Council resumed at 12:50 p.m.

Chief and Council expressed their belief in the importance of bringing educational opportunities to their community. President Neidig spoke on the available programming which will be strengthened through partnerships with schools and dual credit offerings. Vice President Academic, Madeline McVey, indicated that through a blended delivery model, a wide variety of courses will be available to the community's students. Interest was expressed in the new Gift Lake facility, and it was agreed that the engineering firm working with the Peerless Trout will receive a copy of the Gift Lake plan.

Chair Archie Cunningham expressed Governors' thanks to Chief and Council for joining the Board in the important discussion on the community's educational future.

The meeting recessed at 1:06 p.m. and moved back to the Peerless campus building for the remainder of the Board's business meeting.

The meeting resumed at 1:23 p.m. at the Peerless campus building.

Jennifer Moore, Scott Biggin and Gerald Cunningham rejoined the meeting via teleconference links.

2. Introduction of Guests

2.1 Mr. Brad Buhr, Director, Community Learning Centres

2.2 Mr. Joseph Bath, Instructor, Peerless campus.

3. Presentations:

3.1 The Community Learning Centre Model: Brad Buhr and Joseph Bath

Mr. Buhr and Mr. Bath showed Governors a PowerPoint video, and answered questions on the operation of CLCs.

The Chair thanked Mr. Buhr and Mr. Bath for their presentation.

Brad Buhr and Joseph Bath left the meeting at 1:36 p.m.

4. Reports

4.1 President's Report: Rick Neidig

The President reported that the High Prairie Regional Training and Development Centre opening event was very successful, and was attended by approximately 300 people, including many high school students. Governors' attention was drawn to the article, "Community-Based Teacher Education Program: Partnering to Increase the Number of First Nations, Métis and Inuit teachers in Northern Alberta Schools" published in the Canadian Association of School Superintendents (CASS) publication *The CASS Connection*, and included in the agenda package information section. The article was authored by College staff members Lucinda Jenkins and Paula Carson,

with Anna Nadirova from Alberta Education. The new Copyright Modernization Act and the recent decision by the Supreme Court mean that many uses of copyright-protected works no longer require permission or payment of royalties. The management team will be integrating the new fair dealing guidelines into the existing Copyright Permission procedure. Mr. Neidig indicated that Post-secondary institutions are scheduled for review in the third year of Results Based Budgeting. The new Deputy Minister would like to begin discussions now so they can understand each institution's views. The audit of the 2010-11 Financial Statements began on October 9th. The audit team will look at 2011-12 at the same time. Final preparation of the 2011-12 statements is not expected to be complete on arrival, but should be finished while the audit team is here. Representatives of the Council of Community Education Committees (CCEC) have agreed to serve as the Museum Board for Alberta Museum's Association purposes. The group will meet twice per year on a schedule that coincides with CCEC meetings. The CCEC is reviewing a draft brochure with assistance from Tasha Albert in Marketing. The brochure will be aimed at describing the purpose of the Community Education Committees and the Council, for those who may be interested in participating. The President informed the Board that the Grouard campus will be hosting junior high students from Gift Lake, for approximately 18 months, until the new school is built. The existing building has serious mold problems.

MOTION 031-12/13

Moved by Wilf Willier

That the Board receive the President's report as information.

CARRIED

4.2 Presidential Search Committee Report: Archie Cunningham

The Committee has had three meetings to date. The first meeting established expectations and timelines for the search process, the second meeting discussed the draft Request for Proposals to be sent to executive search firms, and at a third meeting, the proposals of seven firms were reviewed and four firms short-listed for interviews. Mr. Cunningham indicated that the four selected firms will be interviewed by the Committee at the Slave Lake campus on October 24th.

4.3 Audit and Finance Committee Report: Jennifer Moore

Audit and Finance Committee Chair, Jennifer Moore, provided the Board with an update. The recent entrance interview with the Auditor-General's office staff for 2010-11 and 2011-12 went well. It is expected that 2010-11 with accompanying financial notes will be available shortly.

MOTION 032-12/13

Moved by Sandra Willing

That the Board receive the Audit Committee report as information.

CARRIED

5. Business Arising-Ongoing

5.1 Presidential Search Committee Terms of Reference: Archie Cunningham

MOTION 033-12/13 Moved by Colin Ross

That the Terms of Reference be approved with the proposed changes.

CARRIED

6. New Business

6.1 Tour of Peerless campus

It was agreed that this item could take place following the meeting.

6.2 Expense Disclosure: Archie Cunningham

The letter from the Minister was received by the Chair on October 2nd regarding the creation of an expense disclosure policy which parallels the Government of Alberta's initiative. Concern was expressed about the September 28th deadline for reporting the Board's progress stated in the letter. The President was directed to research possible inclusions for such a policy for the next Board meeting.

MOTION 034-12/13 Moved by Wilf Willier

That the Minister's office be informed of the Board's intention to develop an expense disclosure policy.

CARRIED

Jennifer Moore left the meeting at 2:13 p.m.

6.3 Academic Council Program Recommendation: Madeline McVey

The Vice President Academic provided the Board with an update dealing with the program changes for the Emergency Medical Responder program. Under the Delegation of Authority – Programs and Services policy, the Board receives program recommendations from Academic Council as information.

MOTION 035-12/13 Moved by Sandra Willing

That the Board receive as information the Academic Council's program recommendations on the Emergency Medical Responder Program.

CARRIED

6.4 Mandate & Roles Document Annual Affirmation: Archie Cunningham

MOTION 036-12/13 Moved by Jordan Koski

That the Board affirm the Mandate and Roles Document as revised.

CARRIED

7. Policy Review

7.1 Delegation of Authority – Human Resources Policy

This policy was last reviewed by the Board in February, 2008. No changes were recommended. The policy will be reviewed again within five years.

MOTION 037-12/13 Moved by Wilf Willier

That the Board approve the existing Delegation of Authority – Human Resources policy, without changes.

CARRIED

7.2 Out of Country Travel Policy

Minor wording changes were suggested and it was decided to approve this policy for one year, so that it may be reviewed by the Board when the new President is in place.

MOTION 038-12/13 Moved by Jordan Koski

That the Board approve the existing Out of Country Travel Policy with the suggested changes.

CARRIED

7.3 Board member Recognition Procedure

It was suggested that retiring Board of Governors members be invited as guests and honored at the next staff awards night following their retirement.

MOTION 039-12/13 Moved by Jordan Koski

That the Board approve the Board Member Recognition procedure as amended.

CARRIED

MOTION 040-12/13 Moved by Sandra Willing

That the Board move in camera.

CARRIED

The Board moved in camera at 2:55 p.m.

MOTION 041-12/13 Moved by Jordan Koski

That the Board move out of camera.

CARRIED

The Board moved out of camera at 3:20 p.m.

The meeting was adjourned at 3:21 p.m. The next meeting will be held at the Grouard campus on November 14th, beginning at 10:00 a.m.