

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

November 14, 2012
Grouard Campus, 10:00 a.m.

Present:

Governors	
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</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>	✓
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>	✓
Leigh Davies, <i>Secretary to the Board of Governors</i>	✓

1. Opening

1.1 Call to Order: The meeting was called to order at 10:05 a.m. by Chair Archie Cunningham.

1.2 Adoption of Agenda

MOTION 042-12/13: Moved by Gerald Cunningham
That the agenda for November 14th, 2012 be adopted as presented.

CARRIED

1.3 Acceptance of Minutes

MOTION 043-12/13: Moved by Sandra Willing
That the minutes of October 17, 2012 be approved as corrected.
CARRIED

1.4 Motion to Move to Committee of the Whole

MOTION 044-12/13: Moved by Jennifer Moore
That the Board move into Committee of the Whole.
CARRIED

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

The Board reviewed the provisions of its policies relative to the Province of Alberta's new expense disclosure policy. Governors discussed the features which should be included in a revision of current policy to facilitate the alignment of the College's policies and practices with those proposed by the Province. The President will bring a draft policy to the Board for first reading in the near future.

The Secretary indicated that it would not be possible for all Board members to participate in the Audit Committee training in Edmonton on December 10th. Eight positions have been secured for the Audit Committee, regular Audit Committee attendees, and several other Board members. Training packages will be secured for those not able to attend.

MOTION 045-12/13: Moved by Sandra Willing
That the Board adjourn Committee of the Whole.
CARRIED

The Board moved out of Committee of the Whole at 11:02 a.m.

Archie Cunningham reassumed the Chair.

2. Introduction of Guests

Mr. Tim Hamilton, Managing Partner of Odgers Berndtson was introduced to the Board following the lunch break. Mr. Hamilton's firm was selected by the Presidential Search Committee of the Board to assist with the selection of the College's new President. Mr. Hamilton conducted an in camera session and discussion with the Board in the afternoon.

3. Presentations:

No presentations were given at the meeting.

4. Reports

4.1 President's Report: Rick Neidig

The President reported that a laptop computer had been lost and that initially it was thought that it may have contained student information. However, it was later

established that the computer did not have student information stored on the hard drive. The 2010-2011 audit work was substantially complete in the last week of October. The draft 2011-2012 financial statements have been provided to the Audit Committee and the Auditor General. The Auditor General's audit team returned November 5th to finish the work on the 2011-2012 statements. Minister Khan has been informed of the 2011-2012 deficit and the plan to cover it through the use of funds from unrestricted net assets. It is anticipated that the auditors will be on site for two weeks, followed by a week of offsite work. Mr. Neidig indicated that MLA Pearl Calahasen was appointed Chair of the Northern Alberta Development Council (NADC) until October 30, 2013. The High Prairie Hospital project was re-announced by the Province with a budget that has been increased to \$160 million. Work is scheduled to begin in the spring. Preparation of the 2013-2016 Comprehensive Institutional Plan began with a recent meeting of Deans, Directors and Coordinators. The first draft outline of the Community Education Committee (CEC) website was introduced to the Council of Community Education Committees (CCEC) on November 6th. The site is intended to replace the CEC Handbook. CECs have been asked to provide feedback before the site goes live. The CCEC also approved the Terms of Reference for the Community Education Committees. Mr. Neidig announced that PennWest has pledged \$100,000 to assist with the construction of a Power Engineering Lab in Peace River.

MOTION 046-12/13 **Moved by Jordan Koski**
That the Board receive the President's report as information.
CARRIED

5. Business Arising-Ongoing

5.1 1st Quarter Comprehensive Business Plan Achievements: Rick Neidig

MOTION 047-12/13 **Moved by Colin Ross**
That the First Quarter Comprehensive Business Plan Achievements be received as information.
CARRIED

5.2 Annual Board Work Plan and Risk Management: Rick Neidig
Board members indicated that they would like to receive risk management reports at their October, January and April meetings annually.

MOTION 048-12/13 **Moved by Jennifer Moore**
That the President's designate provide risk management reports to the Board at the October, January and April meetings.
CARRIED

6. New Business

6.1 Xerox Contract Amendment: Lynne Haas
Vice President College Services Lynne Haas and Director of IT Services Curt Cowell provided an overview of the proposed extension of the contract with Xerox. The new contract will see the elimination of the large capacity colour

and large capacity black and white machines in the Grouard campus print shop, and the addition of four smaller colour-capable machines at various locations. As a result, semi-annual cost savings of nearly \$6,000, or approximately \$12,000 per year will accrue.

MOTION 049-12/13: Moved by Colin Ross

That the contract with Xerox be extended 72 months to April, 2018, at a semi-annual cost of \$84,431.90.

CARRIED

7. Policy Review

The Honoraria policy will be reviewed at the December meeting.

MOTION 050-12/13 Moved by Jennifer Moore

That the Board move in camera.

CARRIED

The Board moved in camera at 12:22 p.m.

MOTION 051-12/13 Moved by Jordan Koski

That the Board move out of camera.

CARRIED

The Board moved out of camera at 12:31 p.m.

MOTION 052-12/13 Moved by Gerald Cunningham

That the administration be authorized to sell the residential trailer at the Ft. Vermilion campus for the sum of \$35,000, subject to any required approvals.

CARRIED

The Board recessed for lunch at 12:32 p.m.

The Board reconvened at 1:14 p.m.

MOTION 053-12/13 Moved by Sandra Willing

That the Board move in camera.

CARRIED

The Board moved in camera at 1:15 p.m.

Wilf Willier joined the meeting at 1:20 p.m.

MOTION 054-12/13 Moved by Jordan Koski

That the Board move out of camera.

CARRIED

The Board moved out of camera at 3:05 p.m.

The meeting was adjourned at 3:06 p.m.

The next meeting will be held at the Slave Lake campus on Monday, December 17th, beginning at 10:00 a.m. The annual consultation with the Students' Association on next year's proposed fees will occur at 11:00 a.m., followed by a joint luncheon.