

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 20, 2011
Faust Campus, 9:30 a.m.

Present:

Governors	
Archie Cunningham - <i>Public Member (Chair)</i>	✓
Ahmed (Andy) Assaf - <i>Public Member</i>	✓
Gerald Cunningham - <i>Public Member (Vice Chair)</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>	✓
Vacant - <i>Students' Association-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>	✓
Brad Hestbak, <i>Senior Director, External Relations</i>	✓
Herb Zettel, <i>Senior Director and CFO</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 9:40 a.m. by Chair Archie Cunningham.

MOTION 004-11/12 Moved by Sandra Willing
That the Board move into Committee of the Whole.
CARRIED

The Board moved into Committee of the Whole at 9:42 a.m.
Vice Chair Gerald Cunningham assumed the Chair.

MOTION 005-11/12 Moved by Sandra Willing
That the Board table the tour of the Faust facility until after lunch.
CARRIED

MOTION 006-11/12 Moved by Andy Assaf
That the Board move out of Committee of the Whole.
CARRIED

The Board moved out of Committee of the Whole at 9:45 a.m.
Archie Cunningham assumed the Chair.

1.2 Adoption of Agenda

MOTION 007-11/12: Moved by Colin Ross
That the agenda for September 20, 2011 be adopted with additions.
CARRIED

1.3 Acceptance of Minutes.

1.3.1 July 20, 2011

MOTION 008-11/12: Moved by Andy Assaf
That the minutes of July 20, 2011 be approved as presented.
CARRIED

2. Introduction of Guests

2.1 Ms. Cyndy Lorincz, Registrar and Dean of Student Services.

2.2 Ms. Michelle Mitchell, Acting Director of the Educational Development Centre with Ms. Amy Saitz, Human Services Careers Coordinator.

3. Presentations and Delegations:

3.1 Ms. Lorincz presented the Board with information on the 2010 and 2011 enrollments and application conversions.

3.2 Ms. Mitchell and Ms. Saitz spoke and answered questions on the College's Early Childhood Education program.

4. Reports

4.1 President's Report: Rick Neidig

The President reported that the Peace River Correctional Centre operations budget for educational programs in 2011-12 has been set and preliminary exploration of program demand for Corrections Officers is underway, that an additional \$21,989 Advanced Education funding to assist with enrolment growth pressures will be received for 2011-12, and that the maximum allowable tuition increase for 2011-12 is 1.45%. Mr. Neidig reported that senior administrators from NAIT made a visit to Peace River on September 13th, and that the Office of the Auditor General is onsite at the Grouard campus. Discussions are continuing for training in Electrician, Welder, and Power Engineering at the High Prairie Tolko plant for an anticipated January, 2012 start, subject to funding. For September 2012, Millwright and Instrument Technician programs will require partners and require that funding sources are sought. The Vice President for Production at Laricina Energy is supportive of oilfield training in Wabasca and is actively

encouraging more local engagement with the College. Collaboration discussions with Faculté St. Jean and the newly formed Francophone College at the University of Alberta resumed this September after introductions last spring. Several external accreditation bodies will be looking at the College's programs in this school year: in April, the Canadian Medical Association will visit to review the EMT program, the Alberta College of Paramedics will also review EMR/EMT, and the Education Standards Advisory Committee of the Canadian Licensed Practical Nurses' Association (CLPNA) will assess the Practical Nurse program next Spring, as a result of program changes emanating from the Curriculum Commons project. The President attended a planning session sponsored by the MD of Big Lakes related to Tourism Strategic planning and economic development within the MD. The Alberta Reading Benchmarks multi-year partnership project launched a new web site for literacy practitioners. The project is a project that will establish literacy benchmarks for adult literacy and essentials skills programs in Alberta. Partners in the Alberta Reading Benchmarks project include Bow Valley College, Centre for Family Literacy, Community Learning Network, Literacy Alberta, Northern Lakes College, Alberta Advanced Education and Technology, and Alberta Employment and Immigration. Northland School in Grouard has arranged for the College to provide evening library and computer access to high school students. President Neidig noted that the College Round Dance has been changed to November 26th at the Grouard campus, that AUPE negotiations are scheduled, and that Alberta Infrastructure has selected a project manager for the Gift Lake Learning Centre project. Expressions of Interest for the project are expected by September 22nd. The Bigstone First Nation is trying a locally developed "Better Life" program for Calling Lake adults with employment barriers. The College is providing space and computer access to Bigstone First Nation at the Calling Lake campus.

MOTION 009-11/12: Moved by Colin Kelly
That the Board accept the President's Report as information.
CARRIED

The Board recessed for lunch at 12:10 p.m.

The meeting was reconvened at 1:00 p.m. and the Board toured the Faust campus.

5. Business Arising-Ongoing

5.1 Board Self-evaluation Follow-up: Rick Neidig

The Board reviewed the substance and structure of their meetings, and several strategies for improvement were discussed.

5.2 College Quick Facts Cards: Brad Hestbak

Mr. Hestbak distributed the newly-designed and printed College Quick Facts cards which were created as the result of a suggestion by Governors.

6. New Business

6.1 Meeting with the Dene Tha': Rick Neidig

President Neidig, Vice President Academic, Madeline McVey, Dean Ernie Shanahan, Governor Wilf Willier, and Community Liaison worker, Randy Anderson recently visited Chateh to discuss College program offerings. A joint proposal will be prepared and submitted to Aboriginal Affairs and Northern Development (formerly INAC) shortly. A memorandum of understanding will be created to articulate the relationship with the College, and the expectations of the Dene Tha' communities. The initial programs to be offered will likely be Life Skills and Academic Upgrading.

6.2 2012-2013 Tuition Fees: Rick Neidig

Advanced Education and Technology has stated the limit for tuition fee increases for 2012-2013. It is anticipated that the annual consultation with the Students' Association will take place in November.

6.3 Out of Country Travel Request: Lynne Haas

An out of country travel request for specialized training was presented by the Vice President of College Services.

MOTION 010-11/12: Moved by Jennifer Moore

That the Board approve the out of country travel request.

CARRIED

6.4 Annual Affirmation of Mandate and Roles Document: Leigh Davies

Advanced Education and Technology requires that Colleges' Mandate and Roles document be affirmed annually by the Board of Governors, and revised and renewed every three years by the Board. This is the second year for the current document.

MOTION 011-11/12: Moved by Andy Assaf

That the Board re-affirm the current Mandate and Roles document.

CARRIED

6.5 Meeting with the MD of Opportunity: Rick Neidig

The Municipal District of Opportunity Council will be meeting with the Board of Governors at the October 25th Board meeting in Wabasca. The MD is interested in discussing training programs for the population within its borders.

6.6 Governors' Conference and PACE Awards: Leigh Davies

The Secretary briefed the Board on the Governors' Conference and Provincial Awards Celebrating Excellence PACE, which will be held in Edmonton in June, 2012.

6.7 Board Appointees to Academic Council: Madeline McVey

MOTION 012-11/12: Moved by Scott Biggin
That the Board appoint Glenn Mitchell, Julia Melnyk, and Rachael Ouelette to Academic Council.

CARRIED

6.8 Local Opportunity Centre: Jennifer Moore

Governor Moore indicated that the next meeting will be 10:00 a.m. at the Sawridge Hotel, October 13th in Peace River. Governors Moore and Willing will attend, and the administration will also endeavor to have a senior staff member there.

6.9 Fall Board Retreat and Workshop with CCEC: Rick Neidig

A College working group has been looking at the role of the Community Education Committees (CECs). The Board will be inviting the Council of Community Education Committees (CCEC) to join it at its fall retreat for joint discussion and review of the role of CECs, community engagement, and advocacy for the College.

7. Policy: Leigh Davies

Three policies required for external agency program review and certification were approved for first reading at the July 20, 2011 Board meeting, and recommended to the Board for second and third readings.

7.1 Admission Policy

7.2 Academic Policy

7.3 Student Services Policy

MOTION 013-11/12: Moved by Sandra Willing
That the Board approve for second reading the proposed Admission policy, the proposed Academic policy, and the proposed Student Services policy, as amended.

CARRIED

MOTION 014-11/12: Moved by Scott Biggin
That the Board approve for third reading the proposed Admission policy, the proposed Academic policy, and the proposed Student Services policy.

CARRIED

7.4 Student Conduct Policy (Review and Revision)

The Student Conduct policy was revised so that the details of policy implementation appear in the Student Conduct procedure, rather than in the policy. The Board requested that the right of students to appeal appear as an additional guideline in the revised policy, and that the policy be reviewed in a year's time.

MOTION 015-11/12: Moved by Scott Biggin
That the Board approve the revised Student Conduct policy.
CARRIED

MOTION 016-11/12: Moved by Jennifer Moore
That the Board move in camera.
CARRIED

The Board moved in camera at 3:08 p.m.

MOTION 017-11/12: Moved by Scott Biggin
That the Board move out of camera.
CARRIED

The Board moved out of camera at 4:20 p.m.

MOTION 018-11/12: Moved by Colin Kelly
That with regard to the disposal of the Faust campus, the President and CEO is directed do the following:

1. contact the High Prairie School Division #48 and ascertain whether or not the Division wishes to re-assume ownership of the building, and if not remove the caveat;
2. if the School Division is not interested in re-assuming ownership, offer the building to the Municipal District of Big Lakes,
3. and if the MD is not interested, advertise the property as being for sale.

CARRIED

MOTION 019-11/12: Moved by Colin Ross
That with regard to the proposed Athabasca campus space, the administration enter into a Memorandum of Understanding with Athabasca University.
CARRIED

The meeting was adjourned at 4:35 p.m.

The next meeting will be held at the Wabasca/Stony Point campus beginning at 11:00 a.m.