

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

May 24, 2011  
Grouard Campus, 12:30 p.m.

This meeting was originally scheduled for 9:30 a.m. on May 17, 2011 at the Faust campus, and was re-scheduled to 12:30 p.m. May 24<sup>th</sup> at the Grouard campus, due to the Slave Lake fire.

#### Present:

<b>Governors</b>	
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>	✓
Victory Seatter - <i>Students' Association-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>	✓
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 12:40 p.m. by Chair Archie Cunningham.

#### MOTION 105-10/11

Moved by Jennifer Moore  
That the Board move into Committee of the Whole.

**CARRIED**

**The Board moved into Committee of the Whole at 12:41 p.m.**

**In the absence of Vice Chair Gerald Cunningham, Archie Cunningham assumed the Chair.**

**MOTION 106-10/11**                      Moved by Sandra Willing  
That the Board move out of Committee of the Whole.  
**CARRIED**

**The Board moved out of Committee of the Whole at 1:50 p.m.  
Archie Cunningham assumed the Chair.**

The Committee of the Whole Chair reported to the Board that the President provided a brief on the impact of the Slave Lake fire upon the community and College operations. Other discussion included future participation in Peace Oil Sands conferences and the agenda for the breakfast meeting with Advanced Education and Technology Minister Weadick, on June 22<sup>nd</sup> in Slave Lake.

## **1.2 Adoption of Agenda**

**MOTION 107-10/11:**                      Moved by Andy Assaf  
That the agenda for May 24, 2011 be adopted.  
**CARRIED**

## **1.3 Acceptance of Minutes.**

### **1.3.1 April 19, 2011**

**MOTION 108-10/11:**                      Moved by Sandra Willing  
That the minutes of April 19, 2011 be approved as amended.  
**CARRIED**

## **2. Introduction of Guests**

No guests were present.

## **3. Presentations and Delegations:**

There were no presentations or delegations.

## **4. Reports**

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

President Neidig reported that the Slave Lake campus was untouched by the fire, and currently houses the Emergency Centre. It is possible that some contingents may stay housed at the campus for an indefinite period, in order to facilitate the rehabilitation of the community. Convocation ceremonies have been re-scheduled, the Long Service Awards will be re-scheduled, and the College Golf Tournament cancelled. The College will be receiving \$52,000 from an anonymous donor toward the Gift Lake project, and \$25,000 for student bursaries from the Community Spirit grant applied for by Lori Whitby. The President reported that the College hosted a successful AACTI Council of Presidents event in Slave Lake, and staff member Bevan Davidson was to be commended for the excellent entertainment he provided. The 2012 Governors' Conference and Provincial Awards Celebrating Excellence

(PACE) is to be held in Edmonton during April. College Business Officers have been informed of changes in financial reporting partly due to the internationalization of accounting standards. Community Learning Centre Director Kevin Delorey recently delivered a presentation on the College's community-based teacher education program to delegates at a conference hosted by Dalhousie University. On May 13<sup>th</sup> 48 administrative assistants enjoyed a professional development day covering a wide variety of topics. The Canadian Network for Innovation in Education recently presented an Award of Excellence to the College's practical nursing program for its participation in the multi-College design of a role-play simulation to foster teamwork among nursing professionals. Matthew Fulmore was awarded the Bronze Medal for the 2011 Alberta Provincial SKILLS Competition in Carpentry. Mr. Neidig indicated that a very large number of applications have been received for the first year Social Work program. The President briefed the Board on the schedule for the audits which are about to commence.

**MOTION 109-10/11:** Moved by Colin Ross  
That the Board accept the President's Report as information.

**CARRIED**

**4.2 Report on the AACTI Leadership Event: Rick Neidig**

Mr. Neidig reported on the AACTI Leadership event he attended with Vice Chair, Gerald Cunningham.

**MOTION 110-10/11:** Moved by Wilf Willier  
That the Board accept the report on the AACTI Leadership Event as information.

**CARRIED**

**The Board recessed at 2:10 p.m.**  
**The meeting was reconvened at 2:35 p.m.**

**5. Business Arising-Ongoing**

**5.1 Third Quarter Business Plan Achievements: Rick Neidig**

**MOTION 111-10/11:** Moved by Andy Assaf  
That the Board accept the Third Quarter Business Plan Achievements as information.

**CARRIED**

**5.2 Third Quarter Budget Forecast: Rick Neidig**

**MOTION 112-10/11:** Moved by Jennifer Moore  
That the Board accept the Third Quarter Budget Forecast as information.

**CARRIED**

### **5.3 Third Quarter Board Budget Forecast: Leigh Davies**

**MOTION 113-10/11:** Moved by Wilf Willier  
That the Board accept the Third Quarter Board Budget Forecast as information.

**CARRIED**

### **5.4 Third Reading, 2011 – 2010 Budget: Rick Neidig**

**MOTION 114-10/11:** Moved by Andy Assaf  
That the 2011 – 2012 budget be approved for third reading.

**CARRIED**

### **5.5 Third Reading, 2011 – 2014 Northern Lakes College Plan: Rick Neidig**

**MOTION 115-10/11:** Moved by Andy Assaf  
That the 2011 – 2014 College Plan be approved for third reading.

**CARRIED**

### **5.6 ACCC Conference, Edmonton June 4 – 8: Leigh Davies**

Mr. Davies briefed Governors on conference details.

## **6. New Business**

### **6.1 Fire and Re-scheduled College Events: Rick Neidig**

Mr. Neidig reviewed the impact of the Slave Lake fire on College operations and College staff.

**MOTION 116-10/11** Moved by Sandra Willing  
That the review of the impact of the Slave Lake fire upon the College and upon staff be accepted as information.

**CARRIED**

**Governors requested that Mr. Neidig commend College staff for their extraordinary efforts during and after the Slave Lake fire. Governors expressed special concern for the employees who lost their homes in this catastrophe. The Board also indicated that it wished to personally thank College staff at the August Staff Meeting.**

### **6.2 Banking Resolution Changing Signing Authority: Rick Neidig**

A new banking resolution was required, as Mr. Herb Zettel recently assumed the position of Senior Director, Finance, and Chief Financial Officer.

**MOTION 117-10/11:** Moved by Wilf Willier  
That the Resolution on Banking be approved as presented.

**CARRIED**

### **6.3 2011 – 2012 Board Meeting Schedule: Leigh Davies**

**MOTION 118-10/11:** Moved by Jennifer Moore  
That the 2011 – 2012 Board Meeting Schedule be approved as amended.

**CARRIED**

#### **7. Policies: Leigh Davies/Rick Neidig**

Mr. Davies provided Governors with copies of the Travel Expense Policy and the Honoraria Policy, and advised the Board that these policies will be up for review at their June 22<sup>nd</sup> meeting.

Mr. Neidig advised the Board that new policies required for external certification are in the process of being prepared. The urgent need for these policies may require that the Board meet in July to review and approve them. The Board agreed that if such a meeting is required, it will take place via teleconference link at 1:00 p.m. on July 20<sup>th</sup>.

**MOTION 119-10/11:** Moved by Andy Assaf  
That the Board move in camera.

**CARRIED**

**The Board moved in camera at 3:45 p.m.**

**MOTION 120-10/11:** Moved by Wilf Willier  
That the Board move out of camera.

**CARRIED**

**The Board moved out of camera at 4:52 p.m.**

**MOTION 121-10/11:** Moved by Jennifer Moore  
That the Board begin the practice of awarding honorary diplomas to distinguished contributors to College and/or community life.

**CARRIED**

**The Board also directed the administration to develop a policy for the presentation of honorary diplomas.**

**The meeting adjourned at 4:54 p.m.**

**On June 22<sup>nd</sup> at the Slave Lake campus, a breakfast meeting will be held with Advanced Education and Technology Minister Weadick from 9:00 a.m. to 11:00 a.m. The June Board meeting will follow in the Boardroom, beginning at 12:30 p.m.**