

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

June 22, 2011

Slave Lake Campus, 12:30 p.m.

This meeting followed a breakfast meeting with the Minister of Advanced Education and Technology, Honorable Greg Weadick.

#### 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>	✓
Victory Seatter - <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 12:27 p.m. by Chair Archie Cunningham.

#### MOTION 122-10/11

Moved by Colin Kelly

That the Board move into Committee of the Whole.

**CARRIED**

The Board moved into Committee of the Whole at 12:28 p.m.

Vice Chair Gerald Cunningham assumed the Chair.

**MOTION 123-10/11** 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 that a review of the points of discussion with the Minister of Advanced Education and Technology at the breakfast meeting preceding the Board meeting took place, and that it was agreed that a letter should be written thanking the Minister for his visit, reiterating the salient discussion points, and inviting him to view satellite campuses during a subsequent visit. The protocol for Board members at Convocation was reviewed, and Governors who attended the Association of Canadian Community Colleges (ACCC) Convention in Edmonton shared information on the sessions they attended. Board members indicated that they would appreciate being issued business cards and brass name tags.

## **1.2 Adoption of Agenda**

**MOTION 124-10/11:** Moved by Jennifer Moore  
That the agenda for June 22, 2011 be adopted.  
**CARRIED**

## **1.3 Acceptance of Minutes.**

### **1.3.1 May 24, 2011**

**MOTION 125-10/11:** Moved by Andy Assaf  
That the minutes of May 24, 2011 be approved.  
**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 he attended the Minister's Summit on Learner Pathways on June 21<sup>st</sup>, and former NLC student Jason Bigcharles' presentation illustrated the importance of recognizing previous learning and allowing students choice in learner pathways. Estimates are in for equipping the former Job Corps building in Slave Lake for trades and technology instruction. The President reported that Reilly Emery, a Slave Lake University Studies student from Swan Hills raised over \$17,000 that was donated to the Rotary Club for fire relief, and that many groups have also raised funds to assist those impacted by the Slave Lake fire. Some examples are: the Students' Association of the College recently made a donation of \$10,000 to the Rotary Club of Slave Lake, the Faculty Association made a donation

of \$5,000 to College staff impacted by the fire, and the Alberta Colleges & Institutes Faculties Association (ACIFA) donated \$11,000 to assist College staff. A certificate of appreciation was received from the Red Cross for the College's role in providing assistance during the fire. Gift Lake recently hosted a barbeque in appreciation of those who helped out during the fire emergency. Mr. Neidig also reported to the Board that a \$400,000 contract has been signed with the Federal Government for year two of the Addictions Service Worker program delivered by the College, that Campus Alberta is moving to become a society, and that Keyera Energy gave a presentation in Grouard on Oil and Gas competencies and their partnership with Lakeland College.

**MOTION 126-10/11:** Moved by Scott Biggin  
That the Board accept the President's Report as information.  
**CARRIED**

**4.2 40<sup>th</sup> Anniversary Video and Promotional Video Report: Brad Hestbak**  
Mr. Hestbak showed Governors these two videos, and indicated that he would make copies available for all Board members. Governors complemented Mr. Hestbak on his department's work on the videos, and thanked him for the update on the promotional video.

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

**5. Business Arising-Ongoing**  
There were no items of arising or ongoing business.

**6. New Business**

**6.1 Rental Rates for Slave Lake Employees in Student Housing: Lynne Haas**  
Vice President, College Services Ms. Lynne Haas indicated that the fire has resulted in staff occupying previously unoccupied student housing units in Slave Lake, due to the serious housing shortage there. Ms. Haas recommended that single staff members occupying a one room unit be charged \$450 per month inclusive, that a two member family occupying all four rooms be charged \$700 a month, and that a family with more than two members occupying all four rooms be charged \$800 per month. A utility fee of \$225 will be added to the rental units occupied by families. One-half of the Slave Lake Student Housing units will be held for student use, regardless of the demand for staff accommodation. Ms. Haas recommended that the rates be fixed until August 15, 2012, and then reviewed.

**MOTION 127-10/11:** Moved by Colin Ross  
That the Board adopt the recommended rental rates for staff occupying Slave Lake Student Housing units, until August 15, 2012.  
**CARRIED**

**6.2 Fourth Quarter College (Business) Plan Achievements: Rick Neidig**  
President Neidig presented the fourth quarter College Plan achievements, and indicated that the achievements will form the basis of the College's Annual Report.

**MOTION 128-10/11:** Moved by Andy Assaf  
That the fourth quarter College Plan Achievements be received as information.

**CARRIED**

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

**7.1 Honoraria Policy Review.**

It was noted that the Board honoraria rates are very low in comparison with most other Alberta post secondary institutions. The rates will be reviewed again prior to the beginning of the 2012-2013 operational year.

**MOTION 129-10/11:** Moved by Jennifer Moore  
That the honoraria rates contained in the current policy remain unchanged for the 2011-2012 operational year.

**CARRIED**

**7.2 Travel Expense Policy Review**

**MOTION 130-10/11:** Moved Colin Kelly  
That the travel expense reimbursement rates in the Travel Expense Policy remain unchanged for the 2011-2012 operational year.

**DEFEATED**

**MOTION 131-10/11:** Moved by Andy Assaf  
That all travel expense reimbursement rates in the Travel Expense Policy remain unchanged for the 2011-2012 operational year, with the exception that effective July 1, 2011, breakfast purchased on the day of departure may be claimed, provided that departure occurs earlier than 6:30 a.m..

**CARRIED**

**7.3/7.4 Draft Academic Policy and Draft Student Services Policy**

Consideration of these policies was deferred until the next Board meeting.

**The Board recessed at 2:55 p.m.**

**The Board reconvened at 3:13 p.m.**

**MOTION 132-10/11:** Moved by Sandra Willing  
That the Board move in camera.

**CARRIED**

**The Board moved in camera at 3:14 p.m.**

**Rick Neidig, Scott Biggin, Colin Ross left the meeting at 3:14 p.m.**

**Rick Neidig, Scott Biggin, and Colin Ross returned to the meeting at 3:52 p.m.**

**MOTION 133-10/11:** Moved by Colin Kelly  
That the Board move out of camera.

**CARRIED**

**The Board moved out of camera at 4:32 p.m.**

**MOTION 134-10/11:** Moved by Jennifer Moore  
That the Board ratify the proposed agreement with the Faculty  
Association of Northern Lakes College, granting Faculty a two percent  
increase in salary for the 2011-2012 operational year.

**CARRIED**

**Scott Biggin abstained.**

**Andy Assaf left the meeting at 4:34 p.m.**

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

**Next Meeting:** Tentatively, a Meet-Me teleconference meeting has been set for 1:00 p.m. on Wednesday, July 20<sup>th</sup>, to review and approve new policies required for external accreditation of College programs. Governors should dial 1-866-652-3456 a few minutes before 1:00 p.m. and ask to be connected to 8767.