

Mission Statement

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

December 18, 2013

11:00 a.m.

Slave Lake Campus Council Chambers

Present:

Governors	
Archie Cunningham - <i>Public Member (Chair)</i>	✓
Sandra Willing - <i>Public Member (Vice Chair)</i>	✓
Gerald Cunningham - <i>Public Member</i>	
Earl Laboucan - <i>Public Member</i>	✓
Dan Fletcher - <i>Public Member</i>	✓
Jennifer Moore - <i>Public Member (Teleconference)</i>	✓
Wilf Willier - <i>Public Member</i>	✓
Shona Hommy-Bugarin - <i>Faculty Association-nominated Member (Teleconference)</i>	✓
Joyce Boucher – <i>Student-nominated Member</i>	✓
Odessa Ptashnyk - <i>Staff Association-nominated Member</i>	
Ann Everatt – <i>President and CEO</i>	✓
Staff	
Madeline McVey, <i>Vice President, Academic</i>	✓
Rob LeSage, <i>Senior Director and Chief Financial Officer</i>	✓
Brad Hestbak, <i>Senior Director, External Relations</i>	✓
Randy Anderson, <i>Community Liaison</i>	✓
Cyndy Lorincz, <i>Dean, Student Services & Registrar</i>	✓
Archie Pronger, <i>Director, Facilities & Ancillary Services</i>	✓
Paulette Campiou, <i>Executive Assistant to the Board of Governors and President & CEO</i>	✓

1. Opening

1.1 Call to Order: The meeting was called to order at 11:30 a.m. by the Chair, Archie Cunningham.

1.2 Adoption of Agenda

Add 4.4. Sandra Willing's Report

MOTION 053-13/14: Moved by Sandra Willing
That the agenda for December 18, 2013 be adopted as amended.

CARRIED

1.3 Acceptance of Minutes

MOTION 054-13/14: Moved by Sandra Willing
That the minutes of November 13 & 14, 2013 be accepted as presented.

CARRIED

1.4 Acceptance of Board of Governors Organizational Meeting Minutes of November 14, 2013

MOTION 055-13/14: Moved by Dan Fletcher
That the Board Organizational Meeting minutes of November 14, 2013 be accepted as presented.

CARRIED

1.5 Committee of the Whole

1.5.1 Motion to move into Committee of the Whole

MOTION 056-13/14: Moved by Sandra Willing
That the Board move in to Committee of the Whole meeting.

CARRIED

The Board moved in to Committee of the Whole at 11:35 a.m. Vice-Chair, Sandra Willing assumed the Chair.

Board Meeting Schedule

A Board member requested that regular Board meetings move to either Mondays or Fridays. After a discussion, the Board decided to schedule meetings on the second Friday of each month. The change will become effective starting on Friday, January 10, 2014.

The Executive Assistant will amend the Board meeting schedule for the remainder of the school year and send the revised Board meeting schedule out to the Board of Governors and College senior staff.

1.5.2 Motion to adjourn Committee of the Whole and move into the Public meeting of the Board

MOTION 057-13/14: Moved by Dan Fletcher
That the Board adjourn the Committee of the Whole meeting.

CARRIED

The Board moved out of the Committee of the Whole meeting at 11:55 a.m. Archie Cunningham reassumed the Chair.

Recessed for lunch at 11:55 a.m.

Meeting reconvened at 12:40 p.m.

2. Guests

2.1 Cyndy Lorincz, Dean, Student Service and Registrar

2.2 Christina Kaumeyer, PFP, Associate Investment Counsellor, RBC PHN Investment Counsel Inc.

3. Presentation & Delegations

3.1 Student Wellness Strategy: Cyndy Lorincz

Across Canada there is a national strategy to look at mental health issues suffered by many Canadians. The reality and predictions of rising mental illness among Canadians was presented. Northern Lakes College Student Services team is working with members across the College to develop a Student Wellness Strategy.

The Student Wellness Strategy will be designed to be specific to the context of rural and remote northern communities and with consideration for students who learn through distance learning. Best practices and strategies are formulated with recognition of the risks around the issue. Components to the strategy are: Planning and policy; Supportive and inclusive College environment, Mental health awareness; Responding to early warning signs; Self-management coping skills; Access to mental health services; Crisis management; and Risk management. The College Student Wellness Strategic team will produce and provide access to information to create awareness of student issues, strategies to support students, and crisis management that fit with the Northern Lakes College's region.

Questions and discussion were entertained about the Student Wellness Strategy.

MOTION 058-13/14: Moved by Sandra Willing

That the Board accept the Student Wellness Strategy presentation for information.

CARRIED

4. Reports

4.1 President's Report: Ann Everatt

The College continues to prioritize community engagement. Meetings were held with regional Reeves and Councils, First Nations Leadership and Metis Settlement Leaders to discuss ways we can collaborate to provide training, training facilities, student housing, and to address transportation issues specific to each region. NLC will also meet with the High Prairie Economic Development group to support economic development in High Prairie. All meetings are positive, informative and progressive.

Campus Alberta business highlights include -- AACTI joint meetings will continue, the Memorandum of Understanding with CCIs and Athabasca University will be finalized, and the Tuition Working Group meetings are addressing tuition and fees.

The President attended the Metis Celebration. The event was a great experience; however, the weather caused a lower attendance with heavy snow fall. The College may move the date up about 2 weeks next year in hopes that the weather will be less hazardous.

Northern Lakes College staff raised and donated \$1,263.00 to the High Prairie Food Bank at the Annual General Staff meeting on December 6, 2013. This fund raising campaign will continue at future Annual General Staff meetings. Additionally, Northern Lakes College's High Prairie Student Union donated \$1,500.00 to the High Prairie Food Bank. The High Prairie Food Bank staff has expressed their gratitude to Northern Lakes College.

MOTION 059-13/14: Moved by Wilfred Willier
That the Board accept the President's report for information.

CARRIED

4.2 Academic Update: Madeline McVey

Academic Council provided feedback on the Human Resource Management Certificate Program. Presently, NLC offers a Business Administration Certificate program with options to progress into a Human Resource Management diploma program. We will apply to the Ministry to allow a certificate exit for the Human Resource Management program. Offering a Human Resource Management certificate option will allow learners to take courses they need for their jobs.

Enrollment number in the Survey Theory and Calculations is 284 and the numbers continue to grow. Program staff are redeveloping the Office Administration program. The new structure will reorganize a number of courses into 3 credit bundles and will

use consistent term dates for both day and evening offerings. The Social Work program enrollment number is 58 across 6 campuses. CMA has recommended a six year accreditation for the EMT program. An announcement was made in the Legislature about the success of Northern Lakes College's Aboriginal Teacher Education program.

Trades training demand and resources are a continuous dynamic. We currently have 180 students taking Power Engineering and we expect student numbers to increase to 200 this year. We are working to complete the construction of the Power Lab in Peace River. The Slave Lake trades site has reached capacity; therefore the College needs more space to grow trades at this site.

The Peavine Settlement has provided a building for the Northern Lakes College Peavine campus; the campus is full with academic upgrading students.

We will offer Life Skills on a contract basis in Wabasca, Loon River and Meander River starting in January 2014. Academic Upgrading will pilot select courses to deliver asynchronously in September 2014.

Regional stewardship highlights: We began discussions with Kayas Cultural College regarding possible collaborations; eCampus Alberta provides training to College administration staff; Alberta Works is renting the Calling Lake campus to run a program in partnership with the Bigstone Band; the Atoske Action Group is up and running at our Stony Point campus; the College will deliver a Class 7 driving course at Atikameg sponsored by CNRL.

MOTION 060-13/14: Moved by Earl Laboucan
That the Board accept the Academic Update for
information.

CARRIED

4.3 Financial Report: Robert LeSage

Work continues with the Office of Auditor General (OAG) to complete the 2012-13 statements.

Templates for the 2014-15 budgets have been prepared. The templates will have 2012-13 actual results, 2013-14 approved budgets and 2013-14 actuals to date for budgeting guidance. Tentative schedule was provided, will update with new Board of Governor meeting dates.

Charitable Organization form is complete and submitted to CRA.

Prepared cash flow for remainder of 2013-14 fiscal year. Have prepared and recommendation, and will present at today's board meeting.

Setting up for 6 month actuals and 6 month forecast budgets.

Budget milestone dates are set for the new year. Charitable Organization forms for the Canada Revenue Agency have been completed and forwarded for Northern Lakes College and the Council of Community Education Committees. The remainder of the year cash flow is prepared and we are preparing the past six months actual results and forecasts for six months.

MOTION 061-13/14: Moved by Dan Fletcher
That the Board accept the Finance report for information.
CARRIED

4.4 Sandra Willing's Report

Sandra gave a report on the Essential Skills for Supervisors – Resolving Conflict. The course content covers valuable knowledge and skills on how to resolve conflict.

MOTION 062-13/14: Moved by Wilfred Willier
That the Board accept the Sandra Willing's report for information.
CARRIED

5. Business Arising-Ongoing

5.1

6. New Business

6.1 Executive Summary, Demonstrating the Value of Northern Lakes College, Economic Impact & Return on Investment of Education: Ann Everatt

The President presented the Executive Summary, Demonstrating the Value of Northern Lakes College. The study investigates the economic impact created by NLC on the regional economy and the benefits the College generates in return for the investments made by its learners, society and taxpayers. Economic impact analysis and investment analysis study highlights were presented to the Board.

NLC External Relations will host an event to present the Executive Summary, Demonstrating the Value of Northern Lakes College information and the highlights of the College's Comprehensive Institutional Plan (CIP).

MOTION 063-13/14: Moved by Dan Fletcher
That the Board accept the NLC Executive Summary, Demonstrating the Value of NLC, Economic Impact & Return on Investment of Education presentation for information
CARRIED

6.2 Draft Memorandum of Action: Ann Everatt

The collaborating presidents have drafted a Memorandum of Action over the past few months. Northern Lakes College, Athabasca University, Grande Prairie Regional

College, Keyano College, Lakeland College, NAIT, and Portage College have agreed to establish key collaborative arrangements to enhance the delivery of post-secondary educational programs and services to students, businesses, industry and communities located in their respective urban and regional stewardship areas. NLC is already involved in stewardship activities. Northern Lakes College is collaborative and we are pleased to work with other colleges willing to collaborate with us. As well, NLC will work with Athabasca University to provide students with degree completion opportunities in Business Administration, Social Work and the Registered Nursing degree programs.

MOTION 064-13/14: Moved by Sandra Willing
That the Board accept the Memorandum of Action for information.

CARRIED

6.3 Surplus of NLC Campuses: Archie Pronger

Archie presented the information about the Surplus of NLC Campuses, which included a request from the Metis Nation of Alberta Region#5 and Faust Metis Local 7-13.

MOTION 065-13/14: Moved by Wilf Willier
That the Board accept the Surplus of NLC Campuses presentation for information.

CARRIED

6.4 RBC Investments Report: Christina Kaumeyer

Ms. Kaumeyer provided a comprehensive report on NLC Financial Investments and Investment options available to NLC to the Board.

MOTION 066-13/14: Moved by Sandra Willing
That the Board accept the RBC Investments reports for information.

CARRIED

6.5 Finance Transfer: Rob LeSage

Rob provided projected cash flow for remaining of 2013-14 fiscal year. College presently has \$11 million in RBC checking account. Cash flow details includes provisions for capital requirements for Phimester Building, Gift Lake School and Fox Creek Dual Credit. Cash flow indicates that almost \$4 million of this amount will not be required prior to June 30, 2014. Recommendation that \$2 million be transferred from checking account to RBC Operating Investment Account to optimize return. Board asked about risk of cash short fall. Rob responded that there still remains about \$2 million in excess in RBC Checking Account, College has \$2 million in overdraft protection and the \$2 million moved to RBC Operating Investment Account will be short-term.

MOTION 067-13/14: Moved by Shona Hommy-Bugarin
That the Board accept the information regarding the
Finance Transfer for information.

CARRIED

6.6 Change the May 21, 2014 Board meeting date and location: Brad Hestbak
Brad presented a rationale to change the May 2014 Board meeting date and location;
the Board agreed to change the May 2014 Board meeting date and location.

Also, since the original Board May meeting date was set to align with the Long
Service Awards Celebration, the Board decided to move the Long Service Award
Celebration to October 2014 - exact date to be determined.

MOTION 068-13/14: Moved by Joyce Boucher
That the May Board meeting be held in Peace River on
May 12, 2014.

CARRIED

6.7 News release

The President opened discussions about a news release related to capital projects.
Northern Lakes College will develop a Master Plan to provide to the Ministry with a
rationale for its capital needs along with a request for funding.

6.8 Audit and Finance Committee Member position

The Chair called for nominations for the Audit and Finance Committee member
position. Shona Hommy-Bugarin nominated Dan Fletcher as an Audit and Finance
Committee member. The Chair called for nominations three times.

MOTION 069-13/14: Motion by Shona Hommy-Bugarin to nominated Dan
Fletcher as a member of the Audit and Finance Committee.

CARRIED

Dan Fletcher agreed to let his name stand for the Audit and Finance Committee
Member position.

7. In Camera Session

MOTION 070-13/14: Moved by Wilf Willier
That the Board move in camera.

CARRIED

The Board moved in camera at 3:40 p.m.

MOTION 071-13/14: Moved by Dan Fletcher
That the Board move out of camera.

CARRIED

The Board moved out of camera at 3:47 p.m.

8. Adjournment

MOTION 072-13/14: Moved by Shona Hommy-Bugarin
That the meeting adjourn.

CARRIED

The meeting was adjourned at 3:48 p.m.

9. The next meeting will be on January 10, 2014 at the Valleyview Campus.