

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 13 & 14, 2013

DAY 1

11:00 a.m.

Grande Prairie, AB

Present:

| Governors | |
|--|---|
| Archie Cunningham - <i>Public Member (Chair)</i> | ✓ |
| Gerald Cunningham - <i>Public Member (Vice Chair)</i> | |
| Earl Laboucan - <i>Public Member</i> | ✓ |
| Dan Fletcher - <i>Public Member (Attended Day 2)</i> | ✓ |
| Jennifer Moore - <i>Public Member</i> | |
| Wilf Willier - <i>Public Member (Absent due to medical)</i> | |
| Sandra Willing - <i>Public Member</i> | ✓ |
| Shona Hommy-Bugarin - <i>Faculty Association-nominated Member</i> | ✓ |
| Vacant – <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> | ✓ |
| 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 11:00 a.m. by the Chair, Archie Cunningham.

1.2 Adoption of Agenda

Additions to the Committee of the Whole agenda:

Meeting with MLA for Peace River and MLA for West Yellowhead and Minister of Aboriginal Relations.

MOTION 039-13/14: Moved by Odessa Ptashnyk
That the agenda for November 13 & 14, 2013 be adopted as amended.
CARRIED

1.3 Acceptance of Minutes

MOTION 040-13/14: Moved by Sandra Willing
That the minutes of October 16, 2013 be accepted as amended.
CARRIED

1.4 Committee of the Whole

1.4.1 Motion to Move to Committee of the Whole

MOTION 041-13/14: Moved by Earl Laboucan
That the Board move into the Committee of the Whole.
CARRIED

The Board moved into Committee of the Whole at 11:20 a.m. Sandra Willing. Public Member, assumed the Chair.

Discussion regarding the meeting with MLA for Peace River and MLA for West Yellowhead and Minister of Aboriginal Relations

This meeting with the MLA for Peace River and the MLA for West Yellowhead and Minister of Aboriginal Relations is a continuation of Northern Lakes College's process to address the demands and opportunities of its learners. The main objectives of the meeting are to identify the investment(s) requirements to advance the College's resources to enable progressive educational programs and services to foster economic growth to the regions it serves and to provide information on Northern Lakes College's unique program delivery method.

The College is working on a detailed research document with the current populations, demographics and educational and training needs of the region, which will be presented at this meeting. The information will be compiled by the NLC Institutional Research and External Relations departments. An Executive Summary will be given to the MLAs at this meeting.

The meeting is scheduled for November 29, 2013 at 10:00 a.m. at the Peace River Campus and the MLAs have been invited to join the Board for lunch. As Northern Lakes College values time of Government Officials; a thank you presentation will be provided at the end of the meeting.

1.4.2 Motion to adjourn Committee of the Whole and move into the Public Meeting of the Board.

MOTION 042-13/14: Moved by Shona Hommy-Bugarin
That the Board adjourn Committee of the Whole.
CARRIED

The Board moved out of Committee of the Whole at 11:48 a.m. Archie Cunningham reassumed the Chair at 11:48 a.m.

2. Introductions of Guests

2.1 Joyce Boucher, student who has been nominated as the Student-nominated Member

3. Reports

3.1 President's Report: Ann Everatt

Community engagement is a main focus that necessitates valuable meetings: The President provided a detailed report on all the meetings that she attended. Discussions around training and employment opportunities in the forestry industry were common in most community meetings. NLC is working to actively participate with Woodland Operations Learning Foundation (WOLF) as a training partner. Also, ongoing relationships with NLC Human Services and the Northern Alberta Development Council should be maintained to address funding cuts, forge current/future opportunities and create awareness of the College's unique education and training services. The need to be flexible with our learning delivery model is critical in the current environment. NLC is an innovator in providing this flexibility.

The Student Association (SA) is a great team that has put forth concerns of students. The President will continue meeting with SA on a regular basis.

At the Campus Alberta Presidents meeting the Premier and Deputy Premier/Minister for Alberta Enterprise and Advanced Education presented the overall Campus Alberta Vision and system outcomes framework. The transferability of students and exploration of shared services have been identified. This is a continuation of the work NLC has been doing. The Letter of Expectation between The Board of Governors of Northern Lakes College and The Minister of Alberta Enterprise and Advanced Education is signed and approved.

Pension Reforms are going to take place on January 1, 2016. Pension plans up to this date will remain the same; however, employment after this date will be affected by the changes. For example, the *85 Factor* will discontinue in 2016; this will affect the College staff.

MOTION 043-13/14: Moved by Sandra Willing
That the Board accept the President's Report for information.
CARRIED

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

The meeting reconvened at 1:00 p.m.

3.2 Academic Report: Madeline McVey

Academic Council was asked to provide feedback to the President with regards to the Letter of Expectation with regards to: Collaboration and Research, Programs, and Learners, Accountability & Outcomes.

NLC continues work to provide flexible educational and training delivery models: NLC and Portage are collaborating to provide Business programming. The two partners teamed up to submit a blended team to the Alberta Deans of Business Case Competition and competed against the larger school counterparts and won. Counselling, Student Records and WFD are testing a new functionality of our electronic system that will enable easier access to information for learners, save manual effort and time and increase data integrity. The Educational Development Centre launched two new asynchronous training courses, which brings the number of training courses for faculty to six. Trades and Resource partnerships foster innovative program delivery with Fox Creek School, Atikameg School and Kee Tas Kee Now Tribal Council, and the Phimester Building Power Engineering Lab in Peace River. Northern Lakes College is working with University of Calgary to bring the Bachelor of Social Work for a NLC cohort in 2015. ATEP had 50 graduates and the program will begin again in 2014.

MOTION 044-13/14: Moved by Odessa Ptashnyk
That the Board accept the Academic Report for information.

CARRIED

3.3 Financial Report: Rob LeSage

The Public Sector Accounting Statement (PSAS) reports will be complete the first week of December. Complete Audited Statements will be provided to The Board on December 18, 2013. We are now working on financial reports for 2013.

The Finance Department operations are experiencing a few shifts with the resignation of the Assistant Director. Finance and IT are collaborating to improve financial operations to decrease manual processes and provide more efficiency through the College's existing electronic system.

MOTION 045-13/14: Moved by Earl Laboucan
That the Board accept the Financial Report of November 13 & 14, 2013 for information.

CARRIED

4. Business Arising-Ongoing

4.1 Peace River Power Engineering Lab Request

The Power Engineering Lab for the Phimester Building in Peace River will allow students to access a Power Engineering Lab in Peace River and area. A collaborative team within the College created a Request for Proposal that outlined the scope of the work to provide the equipment required for the lab. A review of received proposals and interviews has been conducted to determine the successful vendor. The process followed is in compliance with Northern Lakes College Policies, Procedures, and Regulations. The project is funded by Northern Lakes College, Government of Alberta and donations from Industry. The vendor selected is DarbyTech, which now requires a purchase order in the amount of \$1,067,157.00 plus tax to initiate the project.

After a detailed background was presented and discussion was held, the request to approve the purchase order was granted.

MOTION 046-13/14: Moved by Earl Laboucan
That the Board approve the Peace River Power Engineering Lab Equipment contract request for a purchase order in the amount of \$1,067,157.00 plus tax payable to DarbyTech Training Equipment Inc.

CARRIED

5. In Camera Session

MOTION 047-13/14: Moved by Sandra Wiling
That the Board move in camera.
CARRIED

The Board moved in camera at 4:43 p.m.

MOTION 048-13/14: Moved by Shona Hommy-Bugarin
That the Board move out of camera.
CARRIED

The Board moved out of camera at 5:03 p.m.

MOTION 049-13/14: Moved by Shona Hommy-Bugarin
That the meeting adjourn.
CARRIED

The Board recessed for the day at 5:03 p.m.

MINUTES
The Board of Governors of Northern Lakes College

November 13 & 14, 2013

DAY 2

9:00 a.m.

The meeting reconvened at 9:00 a.m. November 14, 2013.

6. Opening

6.1 Call to Order

The meeting was called to order by the Chair, Archie Cunningham at 9:00 a.m.

7. Introduction of Guests & Delegates

7.1 Dan Fletcher, Public Member of the Board of Governors

7.2 Anita Lunden, Executive Director, Agency Governance Secretariat

8. Presentations

8.1 Alberta Public Agency Governance: Anita Lunden

Anita Lunden provided a PowerPoint presentation on Governance in the Public Sector as an update for existing Board Members and information for new Board Members. After the presentation discussions were held on the presentation topic.

8.2 Environmental Scan: President & CEO

The President provided a presentation on an Environmental Scan. Discussions were held after the presentation.

8.3 Senior Management Presentations (SOAR): SMT

Senior Management staff provided presentations on their areas to the Board. Discussions were held after each presentation.

The Board recessed for lunch at 12:00 p.m.

The meeting reconvened at 1:00 p.m.

8.4 Review of Mission, Vision Values

Tabled to the next meeting.

8.5 Review of Proposed Areas of Focus and Strategic Goals

The President provided a presentation to the Board for approval, on the proposed Areas of Focus and Strategic Direction that will guide the College in the development of the 2015-2018 College Institutional Plan. Discussions were held after the presentation.

9. Adjournment

MOTION 050-13/14: Moved by Shona Hommy-Bugarin
That the meeting adjourn.

CARRIED

The meeting was adjourned by the Chair at 2:00 p.m.

10. The next meeting will on December 18, 2013 at the Slave Lake Campus.