

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

February 20, 2013
Video Conference, 10:00 a.m.

Present:

Governors	
Archie Cunningham - <i>Public Member (Chair)</i>	✓
Gerald Cunningham - <i>Public Member (Vice Chair)</i>	
Earl Laboucan - <i>Public Member</i>	✓
Vacant - <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>	✓
Jordan Koski – <i>Student-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>	✓
Robert LeSage, <i>Senior Director and Chief Financial Officer</i>	✓
Brad Hestbak, <i>Senior Director, External Relations</i>	
Randy Anderson, <i>Community Consultant</i>	✓
Noreen Tomkins, <i>Recording Secretary</i>	✓

1. Opening

1.1 Call to Order: The meeting was called to order at 10:09 a.m. by Chair Archie Cunningham.

1.2 Adoption of Agenda

MOTION 071-12/13: Moved by Wilf Willier
That the agenda for February 20, 2013 be adopted as presented.

CARRIED

1.3 Acceptance of Minutes

MOTION 072-12/13: Moved by Sandra Willing
That the minutes of December 17, 2013 be adopted as presented.
CARRIED

1.4 Committee of the Whole

1.4.1 Motion to move to Committee of the Whole

MOTION 073-12/13: Moved by Wilf Willier
That the Board move into Committee of the Whole.
CARRIED

The Board moved into Committee of the Whole at 10:20 a.m. In the absence of the Vice Chair Gerald Cunningham, Rick Neidig assumed the Chair.

Rick reported on the January meeting of the Campus Alberta Strategic Directions Committee (CASDC). Gerald Cunningham attended on behalf of the Chair. The Premier and the Minister attended the CASDC and discussed upcoming changes for the Enterprise and Advanced Education system and the financial challenges of the Province. The overall goal is to create an even better post—secondary system even though resources will be tight in the short term. Institutions were encouraged to come up with ideas for greater collaboration, to identify potential niche programming and to look for ways to reduce duplication. For example, Northern Lakes College has a strong role in providing health programs for the north. We need to develop our niches. Dual credit offerings are an example of cross-ministry collaboration that contributes to improved educational outcomes. CASDC participants expressed the need for more than one meeting for such an important topic. Opinions about what Campus Alberta is and represents vary. A meeting of College, Technical Institute and University presidents was scheduled for Feb 6 and 7 to discuss strategies.

At the February meeting, the new Minister, Deputy Premier Lukaszuk indicated that everything is on the table for the Provincial budget.

The Board discussed the impact of staffing changes in the President's office and potential coverage until a new President is hired.

Earl Laboucan joined the meeting at 11:01 a.m.

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

MOTION 074-12/13: Moved by Sandra Willing
That the Board adjourn the Committee of the Whole.
CARRIED

The Board moved out of Committee of the Whole at 11:02 a.m. Archie Cunningham reassumed the Chair.

2. Introduction of Guests:

2.1 Mr. Jim Mazurenko, VP & Investment Counsellor, RBC Phillips, Hager & North Investment Counsel, Inc.

2.2 Nelson Lutz, Director, Trades and Technology Programs

3. Presentations & Delegations:

3.1 11:00 A.M. conference call – RBC Investment Advisor: Robert LeSage

Mr. Mazurenko provided the board with an overview of current investments and advice on future investment directions. He also introduced Christina Kaumeyer who will be taking over the Northern Lakes College investment portfolio.

MOTION 075-12/13: Moved by Jordan Koski
That the Board accept the report for information.

CARRIED

3.2 Carpenter, Electrician and Welder Programs: Nelson Lutz

Nelson Lutz provided an overview of the trades that the college currently offers and some of the challenges that this area experiences. We can only provide training in designated sites that have been approved by Apprenticeship and Industry Training. AIT knows where all the registered apprentices are in Alberta and they decide where to allocate training seats. A copy of Nelson's presentation was provided.

Sandra Willing left the meeting at 11:30 a.m.

MOTION 076-12/13: Moved by Jordan Koski
That the Board accept the presentation for information.

CARRIED

The Board recessed at 12:15 p.m. for lunch

The meeting resumed at 1:06 p.m.

4. Reports

4.1 President's Report: Rick Neidig

- On February 13th, Shell Canada donated \$500,000 to the fundraising campaign for a Peace River power engineering lab. The donation from Shell is the cornerstone of the campaign and the facility will be known as the "Shell Canada Power Engineering and Technology Centre".
- Premier Redford announced a cabinet shuffle on February 4th to create a smaller cabinet. Our minister, Stephen Khan, was one of the two demoted. The Honourable Thomas Lukaszuk, Deputy Premier now has Enterprise and Advanced Education added to his portfolio. The provincial budget is expected on March 7th.
- We are in the process of setting the budget for 2013-14. Given the information that we had from the province up until last Fall, we expected to have a balanced budget without too much difficulty and we have a rough budget that is balanced. With the current revenue shortfalls experienced by the Province and the Premier's announcement of difficult times ahead, our budget situation could change. March 7th is the provincial budget announcement and we're concerned about potential cuts.
- The post-secondary system is evolving to a new stage. A newly formed Alberta Council of Presidents will include all university and college presidents from the public system and the Independent Academic Institutions.
- Three new credit programs have been approved by Enterprise & Advanced Education:
 - Pre-employment Electrician
 - Pre-employment Millwright
 - College and Career Preparation
- The Electrician program has 78 applicants for first period electrician at the Slave Lake campus. The College is seeking additional training seats from Apprenticeship & Industry Training (AIT) to meet the demand.

- We are in early stages of assembling a welding lab at the Stony Point Campus in Wabasca. When the Northland School Division CTS trailer moves from Mistassini to another community next summer the goal is to continue working with the school on dual credit welding.
- At Chateh the doors are now open; Academic Upgrading has started and Life Skills begins in March. There will be 24 students for the first term of operations. The Dene Tha First Nation has agreed to allow students to stay on Social Assistance if their funding is delayed and they will also use their school bus to pick up Northern Lakes College students.
- Health Canada is committed to fund another cohort of Medical Receptionist students starting in May. Community Health Centres on reserve are the main focus of this program.
- We now have approval for block transfer of 60 credits for the Business Administration, Human Resources stream to Athabasca University. The credit is applied towards the Bachelor of Human Resources and Labour Relations (Post Diploma) program. We are in the process of entering the details into the Alberta transfer guide. Everything should be complete by the end of February. We are seeking further transferability toward the Athabasca Bachelor of Commerce and the Bachelor of Management. This evaluation is still in process.
- A nomination was submitted to the Association of Canadian Community Colleges (ACCC) for the Program Excellence awards. The nominee is the Aboriginal Teacher Education Program.
- Northern Lakes College was randomly selected as one of 16 institutions required to respond to 9 interrogatory questions for Access Copyright. This was a significant amount of work for faculty members and they are to be commended for responding with the required information in a timely manner. Librarian Deborah Kendze coordinated the collection of information and response and is also to be commended. More information is provided in Information item 8.12.
- The Northern Lakes College - Round Dance is scheduled on Saturday, February 23, 2013 at the Grouard Campus.
- A combined credit/non-credit calendar was produced this year for the first time. The benefit of this type of production is the creation of a broader readership because the client base is different for each.
- A New Communications Coordinator was hired to replace an individual who moved to Calgary. The new person, Amy Cameron, will be located in Peace River.
- I will be out of the office from February 27th to March 12th for vacation.

MOTION 077-12/13: Moved by Wilf Willier
That the Board accept the President's report for information.
CARRIED

4.2 6 Month Actual & 6 Month College Forecast: Robert LeSage

Rob highlighted some key areas that had either increased/decreased the approved budget. The projection is showing a very small surplus.

MOTION 078-12/13: Moved by Wilf Willier
That the Board accept the 6 & 6 report for information.
CARRIED

4.3 6 Month Actual & 6 Month Board Budget Forecast: Rick Neidig

The President reviewed the report on the board budget.

MOTION 079-12/13: Moved by Jordan Koski
That the Board accept the 6 & 6 report for information.
CARRIED

4.4 Second Quarter Achievement Report: Rick Neidig

The President reviewed the College Plan Achievement Report to the end of December 2012.

MOTION 080-12/13: Moved by Wilf Willier
That the Board accept the Second Quarter Achievement Report for information.

CARRIED

4.5 Enrollment Report: Cyndy Lorincz

Cyndy reviewed the enrollment report and explained some of the highlights. The report was a comparison (to last year) of headcounts by program as of February 15. This snapshot of enrollment shows an overall increase of 4%.

MOTION 081-12/13: Moved by Jordan Koski
That the Board accept the Enrollment Report for information.

CARRIED

5. Business Arising-Ongoing

5.1 Board Member Orientation – Topics and Date change: Rick Neidig

March 17, 2013 is the proposed date and will take place at the High Prairie Health Learning Centre. Orientation will start at 9:30 a.m. The Board was in agreement with the new date and time.

5.2 Board schedule and workshop topics: Rick Neidig

The Board meeting scheduled for March 20th in Ft. Vermilion was rescheduled to March 19th so that more members can attend.

May 14 – Grouard, 9:30 am

April 18 & 19 – Hiring committee interviews

April 24, 2013 – Peace River (tentative location related to the hiring meeting), 10:00 am

MOTION 082-12/13: Moved by Wilf Willier
To approve dates and venues for Board meetings.

CARRIED

6. New Business

6.1 Public Member Vacancy: Archie Cunningham

If we have anyone interested in applying to be a Public Board Member, what are some qualities we want in a board member:

- Someone who is learner focused
- Has business experience
- Has educational background
- Creative thinking
- Understanding our rural environment and issues that are specific to rural communities
- Someone who comes from a financial background with an understanding of increasing our revenue
- Trades are increasing and there is industry in our region, having an industry representative on the board would benefit the College.

The Board agreed to proceed with advertising for the vacancy on the Board.

6.2 Accommodation Rent: Rick Neidig

Reasonable rent levels are desirable for student affordability and staff retention so no increase is recommended over previously established levels for 2013-14 and 2014-15. No additional increase is recommended for 2015-16 at this time.

MOTION 083-12/13: Moved by Earl Laboucan
That the Board approve the three year accommodation rent schedule for 2013-2015.

CARRIED

6.3 Out of Country Travel: Rick Neidig

Out of country travel must be approved by the Board for risk management purposes and Carol Baker has requested permission to travel to the United States to attend two training events.

MOTION 084-12/13: Moved by Jordan Koski
That the Board approve the out of country travel for Carol Baker to attend the two events as presented.

CARRIED

6.4 Academic Council Program Recommendation: Madeline McVey

Madeline McVey gave a brief overview of the College and Career Preparation program. It is transferable to career programs and prepares students for health careers

MOTION 085-12/13: Moved by Jordan Koski
That the Board accept the program recommendation for information.

CARRIED

***Vacancy on the Audit Committee:**

Archie reminded the Board that with the resignation of Mr. Kelly, it leaves a vacancy on the Audit Committee. Earl Laboucan volunteered to sit on the Audit Committee.

MOTION 086-12/13: Moved by Rick Neidig
That the Board accept Earl Laboucan as the replacement on the Audit committee.

CARRIED

7. Policy Review

7.1 Student Conduct Policy

Vice President McVey explained the two points that were added to this policy.

MOTION 087-12/13: Moved by Earl Laboucan
That the Board approve the Student Conduct Policy and recommended changes to this policy.

CARRIED

7.2 Travel Expense, Hospitality and Public Disclosure – 2nd and 3rd reading

The Board discussed implementation timelines for public disclosure. Posting to the web will begin by July 1st at the latest; sooner if the system is completed for handling the postings.

MOTION 088-12/13: Moved by Wilf Willier

That the Board approve this policy for second reading.

CARRIED

MOTION 089-12/13;

Moved by Jordan Koski

That the Board approve this policy for third and final reading.

CARRIED

7.3 Program Approval, Revision & Termination Policy

This policy has been reviewed as part of the regular review of policies and entered on the new template with the next revision date.

MOTION 090-12/13;

Moved by Jordan Koski

That the Board approve this policy as presented.

CARRIED

MOTION 091-12/13:

Moved by Wilf Willier

That the Board move in camera.

CARRIED

The Board moved in camera at 3:30 p.m.

MOTION 092-12/13:

Moved by Jordan Koski

That the Board move out of camera.

CARRIED

The Board moved out of camera at 4:30 p.m.

MOTION 093-12/13:

Moved by Jordan Koski

That the meeting adjourn.

CARRIED

The meeting was adjourned at 4:30 p.m.

The next meeting will be held at the Ft. Vermilion campus on Tuesday, March 19th, beginning at 9:30 a.m.