

 Northern  
Lakes  
College

## High Level Campus

## **1. Opening**

**1.1 Call to Order:** The meeting was called to order at 9:35 a.m. by the Chair, Archie Cunningham.

### **1.2 Adoption of Agenda**

Additions to the Committee of the Whole agenda:

- Communication between NLC President and MLA for the Lesser Slave Lake Constituency.

Additions to Board Business Agenda:

4.4 Board Professional Development Fund.

4.5 Board of Governors Liability and Benefit Coverage

**MOTION 024-13/14:** Moved by Odessa Ptashnyk  
That the agenda for October 16, 2013 be adopted as amended.

**CARRIED**

### **1.3 Acceptance of Minutes**

**MOTION 025-13/14:** Moved by Sandra Willing  
That the minutes of September 18, 2013 be accepted as corrected.

**CARRIED**

### **1.4 Committee of the Whole**

#### **1.4.1 Motion to Move to Committee of the Whole**

**MOTION 026-13/14:** Moved by Shona Hommy-Bugarin  
That the Board move into Committee of the Whole.

**CARRIED**

The Board moved into Committee of the Whole at 9:49 a.m. Public Member, Sandra Willing assumed the Chair.

Communication with the MLA for the Lesser Slave Lake Constituency

The President has developed a reporting schedule that will facilitate consistent communication with the MLA for the Lesser Slave Lake Constituency. The response letter to MLA that is due on October 31, 2013 is completed and ready to be signed.

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

**MOTION 027 -13/14:** Moved by Earl Laboucan  
That the Board adjourn Committee of the Whole.

**CARRIED**

The Board moved out of Committee of the Whole at 10:03 a.m. Archie Cunningham reassumed the Chair.

## **2. Introductions of Guests**

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

**2.2 Lee Wozencroft, Director, Community Learning Centres, High Level**

## **2.3 Paulette Campiou, Executive Assistant to the Board of Governors and President**

### **3. Presentations & Delegations**

#### **3.1 Presentation on High Level Campus and area: Lee Wozencroft**

Lee gave a tour of the High Level Campus and provided a detailed report of programs and services in the High Level region.

### **4. Reports**

#### **4.1 President's Report: Ann Everatt**

A detailed report was given on Community Engagement accomplishments and work being undertaken to develop an MOU amongst northern CCI's and other Alberta partners.

In our region there is a significant shortage in skilled Trades, Drivers, Foresters, Heavy Equipment Operators, and Waste & Water Treatment Technicians. Consequently, the demand for more training in all these areas is high.

A Financial and Operational update was presented to the Board.

**MOTION 028-13/14:** Moved by Shona Hommy-Bugarin  
That the Board accept the President's Report for information.

**CARRIED**

#### **4.2 Academic Report: Madeline McVey**

Academic Upgrading and Career Awards Development: The College External Relations and Shell Canada are collaborating to provide a series of access and retention awards for students successfully moving between terms or transitioning between academic upgrading to career programs. We anticipate that applications and nominations for 50 plus awards will be provided for the winter term.

Drinking Water Safety Plan (DWSP) Completion Sessions: These sessions are hosted by NLC in Slave Lake and High Level, facilitated by senior water operations specialists/consultants, with coaching assistance by Alberta Environment.

Health training programs remain active. The Health Care Aide Dual Credit program will change by rearranging the hours for theory and practicum and setting the program duration to 2 High School semesters. The Practical Nurse program continues to succeed with approximately 125 students. EMR enrollment has increased and it appears that the enrollment for the first program offering in Grande Prairie is high.

**MOTION 029-13/14:** Moved by Sandra Willing  
That the Board accept the Academic Report for information.

**CARRIED**

#### **4.3 Financial Report: Rob LeSage**

PSAS Transition is currently underway. NLC has responded to questions or concerns within 1 day with a few exceptions where it took a maximum of 1 1/2 days to provide information requested. Presently, there are no issues – the audit manager has accepted the LTD calculations, all assessment documents and financial restatements.

The finance department is working on the 2012-2013 Audit. Auditors have been on-site for 3 weeks and the College has been quick to provide all information needed. We had three errors which is an improvement from 103 errors.

The Board members expressed their gratitude for all the great work that has been completed by the Finance Department.

**MOTION 030-13/14:** Moved by Jennifer Moore  
That the Board accept the Financial Report of October 16, 2013 for information.

**CARRIED**

#### **4.4 Board Professional Development Fund**

A request was made to access the NLC Board Professional Development Fund for the Essential Skill for Supervisors training as per policy, up to \$2,000.00.

**MOTION 031-13/14:** Moved by Shona Hommy-Bugarin  
That the Board approve the request to access the Board Professional Development fund, as per policy.

**CARRIED**

#### **4.5 Board of Governors Liability and Benefit Coverage**

The Board would like information on Board of Governors Liability and Benefit Coverage. Rob will provide more information about the Board of Governors liability coverage at the next Board meeting.

The Board recessed for lunch at 11:59 a.m.

The Board reconvened at 12:37 p.m.

### **5. Business Arising-Ongoing**

#### **5.1 Board NLC Planning Retreat**

The Board NLC Planning Retreat will be on November 13 & 14, 2013 as per schedule and will be in Grande Prairie, Alberta. The draft agenda outlined below will be finalized and sent to out the all Board Members.

Day 1 Agenda will include Board of Governors business.

Day 2 Agenda will include the following:

1. Alberta Public Agency Governance
2. Environmental Scant
3. Senior Management Presentations (SWOT)
4. Review of Mission, Vision Values
5. Review of Proposed Areas of Focus and Strategic Goals

**MOTION 032-13/14:** Moved by Odessa Ptashnyk  
That the Board approve November 13 & 14, 2013 as dates and location as Grande Prairie for the November Board of Governors NLC Planning Retreat.

**CARRIED**

## **5.2 Letter of Expectation**

At the time of this meeting we do not have feedback from the ministry in regards to the LOE.

## **6. New Business**

### **6.1 Enterprise Content Management Project: Madeline McVey**

Northern Lakes College (NLC) Enterprise Content Management (ECM) is a technology implementation and business operations project. It will establish the primary means in which NLC retains documents and manages information flow within and between departments. These activities are based on the intent to move NLC toward integrated online information systems. The benefits would be a significant reduction in paper use and physical storage space, easier management of digital files and improved secure access to information resulting in improved productivity.

A request for a contract bids was advertised with specifications and scope of the project requirements in accordance to College Policies, Procedures and Regulations. The top vendor submissions were assessed on a number of priority requirements which were ranked according to a scale score. A vendor for the ECM project is selected with approximate costs for the first year at \$250,000.00.

Approval of the expenditures needed for an Enterprise Content Management System and the awarding of a contract to a maximum of \$250,000.00 in the first year is being requested.

**MOTION 033-13/14:** Moved by Sandra Willing  
That the Board approves the expenditures for an Enterprise Content Management system and the awarding of a contract to a maximum of \$250,000.00 in the first year.

**CARRIED**

### **6.2 Board Appointed Representatives to Academic Council Guidelines & 2012-2013 Board Appointments to Academic Council: Madeline McVey**

Detailed information on the Board Appointed Representatives to Academic Council Guidelines and the 2013-2014 appointments to Academic Council were presented to the Board. The Board has delegated the appointing of 7 Board Appointees to the President. Items discussed at Academic Council include any procedures and regulations related to students as well as any new or changed programs. Academic Council makes recommendations to the Board for information. There are three Board nominated positions available.

**MOTION 034-13/14:** Moved by Odessa Ptashnyk  
That the Board accepts the 2013-2014 Board Appointments for Academic Council for information.

**CARRIED**

### **6.3 Public Interest Disclosure (Whistleblower Protection) Procedure: Ann Everatt**

The President provided information about the Public Interest Disclosure (Whistleblower Protection) Procedure to the Board.

**MOTION 035-13/14:** Moved by Shona Hommy-Bugarin  
That the Board accept the Public Interest Disclosure (Whistleblower Protection) Procedure for information.

**CARRIED**

## **7. Policy Review**

### **7.1 General Policy – Out of Country Travel**

This policy is due for renewal. The Board reviewed existing policy and asked that it be brought back with some changes.

## **8. In Camera Session**

**MOTION 036-13/14:** Moved by Jennifer Moore  
That the Board move in camera.  
**CARRIED**

The Board moved in camera at 1:45 p.m.

**MOTION 037-13/14:** Moved by Earl Laboucan  
That the Board move out of camera.  
**CARRIED**

The Board moved out of camera at 2:12 p.m.

**MOTION 038-13/14:** Moved by Earl Laboucan  
That the meeting adjourn.  
**CARRIED**

The meeting was adjourned by the Chair at 2:16 p.m.