

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

March 19, 2013  
Fort Vermilion Campus, 9:30 a.m.

**Present:**

<b>Governors</b>	
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 (Teleconference)</i>	✓
Odessa Ptashnyk - <i>Staff Association-nominated Member</i>	✓
Rick Neidig - <i>President</i>	✓
<b>Staff</b>	
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>	✓
Maureen Samborski, <i>Recording Secretary</i>	✓

#### 1. Opening

**1.1 Call to Order:** The meeting was called to order at 9:30 a.m. by Chair Archie Cunningham.

#### 1.2 Adoption of Agenda

**MOTION 094-12/13:** Moved by Gerald Cunningham  
That the agenda for March 19, 2013 be adopted as presented.

**CARRIED**

### **1.3 Acceptance of Minutes**

**MOTION 095-12/13:** Moved by Wilf Willier  
That the minutes of February 20, 2013 be approved as corrected.  
**CARRIED**

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

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

**MOTION 096-12/13:** Moved by Jennifer Moore  
That the Board move into Committee of the Whole.  
**CARRIED**

The Board moved into Committee of the Whole at 9:40 a.m. Vice Chair Gerald Cunningham assumed the Chair. Upon assuming the Chair; Gerald introduced and welcomed our newest Board Member, Odessa Ptashnyk (Staff Association – nominated member).

#### **1.41. (a) Tour and meet Fort Vermilion staff/students**

Ken Tully welcomed everyone, gave a brief history of Fort Vermilion campus and answered questions regarding the history of the community & College. Ken gave the Board a tour of the campus which included meeting staff member, Tracey Parenteau and student, Theo Assefa - President of the Student Council. Theo briefed the board on student activities happening at the campus.

#### **(b) Budget 2013-14 highlights**

Rick Neidig reviewed the highlights of the 2013-14 provincial budget. Further discussion will be held at a Board Meeting set for April 2, 2013 at Slave Lake Campus at 5:00 p.m.

#### **(c) Board taxable benefit**

Rick Neidig discussed the taxable benefit arising from the Board of Governors' allowance for merchandise from the College store and the practices to be established for tracking amounts allocated.

#### **(d) Report from Audit Committee and Public Accounts Invitation**

Jennifer Moore reviewed the recent Audit & Finance Committee business with the Board. One item of interest was the changes required to the draft Auditor General's February 2013 Report. We were able to change the Northern Lakes specific page but we were unable to change the pre-ambles because of the short notice and timing between the draft being received and the report being released. The Audit is near completion and Robert LeSage is striving to get it wrapped up. Presently Robert is pursuing an exit meeting date. The Finance Department is scheduling a mini-year end as of March as a practice run for the PSAB Plan. The College has been invited to attend a Meeting with the Standing Committee on Public Accounts. Rick Neidig, Robert LeSage and Archie Cunningham will attend on a date to be confirmed soon.

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

**MOTION 097-12/13:** 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 Paula Carson, Director, University Studies
- 2.2 George Dashkewytch, Dual Credit Administrator
- 2.3 Lee Wozencroft, Community Learning Centre Director, Northern Region

## **3. Presentations:**

### **3.1 Paula Carson, Grouard Historical Project**

Paula Carson presented an outcome of an Alberta Rural Development Network (ARDN) project aimed at providing planning assistance to the Grouard Historical Society. The presentation described the Heritage and Cultural Resources Concept Plan which was prepared by the Faculty of Environmental Design of the University of Calgary for the Grouard & Area Historical Society. A similar presentation was given to the MD of Big Lakes recently. Rick added that from a College point of view, the plan, if implemented, can help resolve longstanding questions about what to do with Moosehorn Lodge. Proposed governance for the historical Grouard project included representatives from a variety of organizations including one representative from the College. Work continues between the College and the MD of Big Lakes on property questions. A copy of the presentation was provided.

**MOTION 098 -12/13:** Moved by Jennifer Moore  
That the Board accept the Historical Grouard presentation for information.

**CARRIED**

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

**The meeting resumed at 12:47**

### **3.2 George Dashkewytch, Dual Credit Program**

George Dashkewytch gave an overview on how the Dual Credit initiative was developed between the College and some of our Local School Boards. It is very successful because this program allows High School Students to obtain post-secondary education while still attending High School. Five distinct programs that are part of the Dual Credit Program are: Emergency Medical Responder, Forestry and Harvesting Technician, Health Care Aide, 4<sup>th</sup> Class Power Engineering, and Welding.

**MOTION 099-12/13:** Moved by Sandra Willing  
That the Board accept the Dual Credit Program presentation for information.

**CARRIED**

## **4. Reports**

### **4.1 President's Report: Rick Neidig**

- The 2013-14 Campus Alberta operating grant to the College was reduced from 2012-13 levels by 7.32% or approximately \$2.1 million. The Infrastructure Maintenance Program (IMP) grant was reduced by 52% (from \$857,022 down to \$410,941). The

Apprenticeship grant was increased by 28% to \$1,034,000 (up \$226,000). The increased seats in apprenticeship are in welder, electrician, and boom truck.

- The tender for the Gift Lake school project has been awarded by Alberta Infrastructure to a successful bidder.
- We recently received approval of additional program transfer credits to Athabasca University. We now have approval for block transfer of 60 credits to Athabasca University for the Business Administration, Human Resources stream. The credit is applied towards the Bachelor of Human Resources and Labour Relations (Post Diploma) program. The program also transfers now to the Bachelor of Management 3 or 4 year (post-diploma) for 60 credits or to the Bachelor of Commerce 4 year (post – diploma) for 60 credits. The Early Learning and Childhood program will receive 30 credits towards the Bachelor of Professional Studies (Human Services).
- The Educational Development Centre (EDC) presented part of our Instructor Moodle course and our New to Moodle block at Moodle Moot in early February. At the end of the session, the President and CEO of Lambda Solutions (huge Moodle partner) complimented the session and proposed sharing resources. Kudos to the EDC.
- The Alberta Deans of Business, “Case competition “was held on the March 10th weekend at Olds College. Thirteen post-secondary teams participated from across the province. This was the first time that Northern Lakes College participated in the event. We entered the competition as part of a blended team with Portage College. This was also the first time that a blended team has participated. Our blended team won first place! This is amazing considering some institutions have business programs consisting of 2700 students from which to create a team. Congratulations to the faculty and students involved.
- Shell Canada announced a donation of \$300,000 to conduct a reclamation engagement project in partnership with Northern Lakes College. The CCEC and WOLF will have a role in the project. The news release is included in the information items.

**MOTION 100-12/13:** Moved by Wilf Willier  
That the Board accept the President’s report for information.

**CARRIED**

#### **4.2 Enrollment Report**

The enrollment report was presented as a re-issue of the February report as some copies at the previous meeting did not print properly.

**MOTION 101-12/13:** Moved by Odessa Ptashnyk  
That the Board accept the Enrollment report for information.

**CARRIED**

#### **4.3 Sponsorship Report**

Cyndy Lorincz reviewed the Sponsorship Report and explained some of the highlights. The report is a three year comparison of sponsorship trends and notes an increase of fee payers over the last year from 459 to 956, an increase of 52%.

**MOTION 102-12/13:** Moved by Wilf Willier  
That the Board accept the Sponsorship report for information.

**CARRIED**

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

No arising-ongoing business items on agenda.

## **6. New Business**

### **6.1 Electronic Content Management RFP: Cyndy Lorincz**

- Cyndy Lorincz reviewed the background to the project including cost, cash flow requirements, and the expected benefits.
- Curt Cowell provided information on the process the Information Technology Department used to receive proposals from vendors for an Electronic Content Management system.
- The recommendation is that the Board consider approving a budget for an Electronic Content Management system and the awarding of a contract.

**MOTION 103-12/13:** Moved by Earl Laboucan  
That the Board table the approval of a budget for an Electronic Content Management system until the next Regular Board Meeting.

**CARRIED**

### **6.2 2012-14 Operations Budget: Rick Neidig**

- Rick Neidig provided background on the status of the 2013-14 Operating Budget.
- The recommendation is that the Board defer first reading of the budget to a later date.

**MOTION 104-12/13:** Moved by Jennifer Moore  
That the Board defer the first reading of the budget to a later date.

**CARRIED**

### **6.3 First Reading, Comprehensive Institutional Plan (CIP) 2013-16: Rick Neidig**

- Rick Neidig reviewed the background of the First Reading, Comprehensive Institutional Plan (CIP) 2013-16.
- The recommendation is that the Board give first reading to the 2013-16 Comprehensive Institutional Plan.

**MOTION 105-12/13:** Moved by Sandra Willing  
That the Board approve the first reading of the 2013-16 Comprehensive Institutional Plan.

**CARRIED**

## **7. Policy Review**

### **7.1 Governance Policy: Rick Neidig**

- Rick Neidig reviewed the background to the Governance Policy
- The recommendation is that the Board review the Governance Policy and approve minor amendments in alignment with the new policy template.
- A review of the Governance Policy concluded that B.1.c. should read "Policies may be amended or rescinded by majority consent at any meeting."

**MOTION 106-12/13:** Moved by Jennifer Moore  
That the Board accept the Governance Policy as amended.

**CARRIED**

**MOTION 107-12/13:** Moved by Gerald Cunningham

That the meeting adjourn.  
**CARRIED**

The meeting was adjourned at 3:30 p.m.

The next meeting will be held at the Grouard campus on Thursday, April 25th, beginning at 10:00 a.m.