

 Northern  
Lakes  
College

## Grouard Campus

<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>	✓
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</i>	✓
<b>Staff</b>	
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>	✓
Archie Pronger, <i>Director, Faculties and Ancillary Services</i>	
Randy Anderson, <i>Community Consultant</i>	✓
Cyndy Lorincz, <i>Dean of Student Services and Registrar</i>	✓
Noreen Tomkins, <i>Recording Secretary</i>	✓

## **1. Opening**

**1.1 Call to Order:** The meeting was called to order at 10:15 a.m. by Chair Archie Cunningham.

### **1.2 Adoption of Agenda**

Additions to the Committee of the Whole agenda:

- Term of Office for Board Members
- MLA Briefs – Meeting
- Western Economic Diversification Canada

**MOTION 009-13/14:** Moved by Gerald Cunningham  
That the agenda for September 18, 2013 be adopted as amended.  
**CARRIED**

### **1.3 Acceptance of Minutes**

**MOTION 010-13/14:** Moved by Sandra Willing  
That the minutes of June 19, 2013 be accepted as corrected.  
Gerald Cunningham abstained as he did not attend this meeting.  
**CARRIED**

**MOTION 011-13/14:** Moved by Wilf Willier  
That the minutes of July, 11, 2013 be accepted as presented.  
**CARRIED**

## **1.4 Committee of the Whole**

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

**MOTION 012-13/14:** Moved by Odessa Ptashnyk  
That the Board move into Committee of the Whole.  
**CARRIED**

**The Board moved into Committee of the Whole at 10:20 a.m. Vice Chair Gerald Cunningham assumed the Chair.**

#### **Term of Office for Board Members**

Archie informed the Board that there are members whose term is up this month. We have had one public member position vacant since March. Gerald Cunningham and Jennifer Moore's terms are both completed. We will be notifying the minister that we will need new board members. In the past, when terms were expiring, members were kept on until their replacements were appointed.

- Gerald Cunningham is willing to extend his term for three more years.
- We don't know about Jennifer Moore, she had expressed interest in extending her term too. She lives in British Columbia so she may not qualify as a member.
- We will need to fast track the appointments.
- Alert the ministry of terms expiring and need to recommend having their terms extended.

**Earl Laboucan** – Do we have a policy on board terms?

**Sandra Willing** – We need cards sent to Colin Ross, Colin Kelly and Scott Biggin thanking them for their work on the Board.

### **MLA Follow-up**

Are monthly updates being sent to the MLAs?

We have sent communications to Pearl and the MLAs' Standing Committee.

Sandra and Gerald are trying to coordinate a meeting with Frank Oberlie and Robin Campbell Minister of Aboriginal Affairs.

All letters/correspondence should be coming out of the Board of Governors secretary's office.

### **Western Economic Diversification Canada**

Brad Hestbak announced that the College had applied for \$1 million dollars from Western Economic Diversification Canada for equipment for the power engineering lab in Peace.

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

**MOTION 013-13/14:** Moved by Wilf Willier  
That the Board adjourn Committee of the Whole.  
**CARRIED**

**The Board moved out of Committee of the Whole at 10:35 a.m.**

**Archie Cunningham reassumed the Chair.**

## **2. Introductions of Guests**

**Cyndy Lorincz, Dean of Student Services and Registrar**

## **3. Presentations & Delegations**

No presentations

## **4. Reports:**

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

President Everatt gave some highlights from her report.

- Our draft Letter of Expectation is to be submitted to Gord Johnston by tomorrow and the final LOE is due on October 31.
- Fall staff meeting - we used this opportunity to obtain feedback from the entire staff.
  - Engaged in the outcomes for our college
- December meeting will be used to develop strategies for the Northern Colleges Collaborative Agreement (GPRC, Lakeland, Keyano, Portage, Athabasca University and Northern Lakes).
  - Ask us to formalize the collaborative agreement.
  - Review Post-Secondary Act
  - Funding Model
  - Tuition Funding Model – Ann sits on this committee

AACTI has been put on abeyance until this is all settled.

Sectors:

PolyTech – SAIT and NAIT

CCI – Comprehensive Community Institute (NLC, Lakeland, Keyano, GPRC, Portage)

CARI – Comprehensive Applied Research Institute (U of C, U of Lethbridge, U of A,

**MOTION 014-13/14:** Moved by Wilf Willier  
That the Board accept the President's Report for information.  
**CARRIED**

**4.2 Fall Applicant Report: Cyndy Lorincz**

Cyndy presented the enrollment report for fall 2013. The report is based on headcounts on September 15, 2013 compared to the same date for the previous two years.

- There are more fee payers in Academic Upgrading this year than in the past.
- Increases in Power Engineering, Social Work and Survey Theory & Calculations.
- Apprenticeship – these dates are set by Apprenticeship Industry and Trades (AIT) and some don't start until October.
- Dual Credit: 11 Welding; 2 Electrical; 2 Health Care Aide; 59 Power Engineering
- High demand for power engineers – high salaries, some of our instructors are out of province. Our delivery model is a benefit to us, other colleges struggle with paying for high salary.
- Will be working on retention and coming up with strategies
  - Student success
- April 1, 2014 – there will be no more funding for career programs – students must apply for student loans.

Need to alert our MLA about the funding issue.

**MOTION 015-13/14:** Moved by Gerald Cunningham  
That the Board accept the Fall Applicant Report for information.  
**CARRIED**

**4.3 2012-2013 Financial Report - Rob LeSage**

Rob reviewed the financial report and explained the differences between last years' financial statement and this year. This is a new format that we must follow for reporting to the Office of the Auditor General.

Some colleges were not recognizing the future benefits liability as some were planning.  
Province wide issue – Auditors did not find this in the last two years annual reports.

**Earl Laboucan** – A concern was raised with severance packages for some staff.

We have a policy on severances and they were followed.  
Ann wasn't here, but can investigate this concern.

**Earl Laboucan** – The whistleblower policy is for staff not the Board.

**Archie Cunningham** - The Board will be able to see severance package for staff but no names will be included. No severance packages were paid outside the parameters.

**MOTION 016-13/14:** Moved by Gerald Cunningham  
To accept the Financial Reports for information.  
**CARRIED**

#### **4.4 Board Audit Committee Report**

Sandra reported that the Board Audit Committee met this morning with the Office of the Auditor General for the Audit Entrance meeting. The audit will start on September 23, 2013.

Audit plan to be signed off.

Exit meeting is projected for the end of November 2013

**MOTION 017-13/14:** Moved by Odessa Ptashnyk  
To accept the Board Audit Committee Report for information.  
**CARRIED**

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

##### **5.1 Draft Letter of Expectation and CCI Outcomes**

Ann presented the draft letter of expectation that will be submitted to Gord Johnston tomorrow. Final letter must be signed off by October 31, 2013. Most colleges are campus based but we are a community based college. We can have 16 students at one campus taking 12 different programs and they are successful.

Archie – had a meeting with minister after the Calgary flood – they realized the extent of skill shortage.

Ann – we have submitted a proposal for trades training to address the skills shortage.

NLC will collaborate with willing partners from certificate to diploma, to degree, etc.  
Performance Measures

**MOTION 018-13/14:** Moved by Wilf Willier  
That the Board accept the draft Letter of Expectation for information.  
**CARRIED**

#### **6. New Business**

##### **6.1 Board Schedule – 2013-14**

Members reviewed the board meeting schedule for 2013-14

Location to be selected for the board retreat

Members were flexible in locations for the retreat.

Edmonton was eliminated from possible location.

Grande Prairie was suggested as a possible location.

Also depends on Board appointees - the Ministry has been sent names of potential board members.

Metis Celebration – date was incorrect on schedule it should be: November 16, 2013

Meeting adjourned for lunch at 12:08 p.m.

Meeting resumed after lunch at 12:43 p.m.

**MOTION 019-13/14:** Moved by Sandra Willing  
To accept the proposed Campus Alberta Northern Collaboration Concept Overview for information.  
**CARRIED**

## **7. Policy Review**

### **7.1 Management of Endowments & Special Purpose Funds**

Rob highlighted the changes that were recommended for this policy.

**MOTION 020-13/14:** Moved by Gerald Cunningham  
That the Board approve the Management of Endowments & Special Purpose Funds with amendments.

**CARRIED**

## **8. Information & Correspondence**

- 8.1 Summary of Grant Funding – Alberta Enterprise & Advanced Education
- 8.2 AACTI Financial Statements – Peterson Walker LLP
- 8.3 Grouard Museum Open House – South Peace News
- 8.4 CC Benefits Study – email and brochure
- 8.5 NLC & Atikameg sign dual credit agreement – South Peace News
- 8.6 Alberta Rural Development Network Information and Invitation
- 8.7 Letter of Appreciation – Grouard and Area Historical Society
- 8.8 Safe Patient Handling Program Conditional Grant – Alberta Enterprise & Advanced Education
- 8.9 Northland School Division – Friends of Education Award
- 8.10 Media Release – NLC EMR first in Alberta to be lengthened and strengthened – June 18, 2013
- 8.11 Media Release – Atikameg and NLC to offer dual credit programming
- 8.12 Media Release – NLC and Shell Fox Creek – August 27, 2013

**MOTION 022-13/14:** Moved by Sandra Willing  
That the Board move in camera.

**CARRIED**

The Board moved in camera at 2:45 p.m.

**MOTION 023-13/14:** Moved by Gerald Cunningham  
That the Board move out of camera.

**CARRIED**

The Board moved out of camera at 3:50 p.m.

**MOTION 024-13/14:** Moved by Sandra Willing  
That the meeting adjourn.

**CARRIED**

The meeting was adjourned at 3:55 p.m.