

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

May 14, 2013

Grouard Campus, 9:30 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>	✓
Shona Hommy-Bugarin - <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>	✓
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>	✓
Maureen Samborski, <i>Recording Secretary</i>	✓

1. Opening

1.1 Call to Order: The meeting was called to order at 9:48 a.m. by Chair Archie Cunningham.

1.2 Adoption of Agenda

MOTION 146-12/13: Moved by Jennifer Moore
That the agenda for May 14, 2013 be adopted as corrected.
CARRIED

1.3. Acceptance of Minutes

MOTION 147-12/13: Moved by Sandra Willing
That the minutes of April 25, 2013 be approved.
CARRIED

MOTION 148-12/13: Moved by Sandra Willing
That the minutes of May 7, 2013 be approved.
CARRIED

1.4 Committee of the Whole

1.4.1 Motion to move to Committee of the Whole

MOTION 149-12/13: Moved by Jennifer Moore
That the Board move into Committee of the Whole.
CARRIED

The Board moved into Committee of the Whole at 9:51 a.m. Vice Chair Gerald Cunningham assumed the chair.

1.41. (a) Board Member Departure

- Discussion was initiated on the Board having a consistent procedure for people who leave the Board.
- Sandra Willing and Brad Hestbak have agreed to prepare, for the next meeting, “Terms of Reference” on the process that should be followed when people leave the Board.

1.4.1. (b) Comprehensive Institutional Plan

- Rick Neidig reviewed the Comprehensive Institutional Plan (2013-16) with the Board and indicated where changes will be made.
- Rick Neidig noted and will implement edits that the Board provided for the plan.

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

MOTION 150-12/13: Moved by Sandra Willing
That the Board adjourn the Committee of the Whole.
CARRIED

The Board moved out of Committee of the Whole at 11:23 a.m. Archie Cunningham reassumed the Chair.

2. Introduction of Guests:

- 2.1 Michelle Mitchell, Director, Educational Development Centre
- 2.2 Shelley Wilkinson, Educational Development Centre Coordinator, Special Projects

3. Presentations:

3.1 Addiction Services Worker Program

Michelle Mitchell and Shelley Wilkinson gave a presentation on the Addiction Services Worker Program. Some of the information of the program includes:

- It is a 10 month certificate program, offered full time and part time.
- The Addiction Services Worker Program is made possible by a grant from Health Canada.
- The mandate is to provide training to workers in NNADAP (National Native Alcohol and Drug Abuse Program) community counseling services and treatment centres.
- It was initiated with a three year agreement which has now been extended to six years (2016).
- The year 2011/12 had a total of 10 graduates (3 NNADAP). This year (2012/13) we have a total of 12 graduates (3NNADAP).
- The delivery model is online using Blackboard Collaborate and Moodle and is available at any Northern Lakes College campus or can be accessed from home.
- Work on laddering opportunities into Northern Lakes College's Social Work Program is underway. Transfer agreements with other colleges and similar programs are under consideration.
- The three mandatory University Studies courses are transferable to many other programs.
- Some of the challenges with the Addiction Services Worker Program include:
 - a. The number of students from the general public exceeds the NNADAP target audience.
 - b. NNADAP graduate numbers are low because it takes longer to complete the program part time.
 - c. It is difficult to take NNADAP students away from work to participate in lab weeks.
- Job opportunities include: Detox Centres, Treatment Centres, Youth Assessment Centres, NNADAP Offices and First Nation Health Centres.

MOTION 151 -12/13:

Moved by Jordan Koski

That the Board receive the Addiction Services Worker Program presentation for information.

CARRIED

The Board recessed at 11:57 a.m. for lunch

The meeting resumed at 12:38 p.m.

4. Reports

4.1 President's Report: Rick Neidig

- The Board of eCampusAlberta welcomed three new university members at the May 1st meeting. The new members are the University of Alberta, University of Calgary and Lethbridge University. eCampus also approved a new set of quality standards for online courses; version 2.0.
- The province announced a new Dual credit strategy last week. Details are in the information section of the Board package.
- The Alberta Association of Colleges and Technical Institutes (AACTI) Presidents and Board chairs met on May 1st and 2nd. A key decision was to put the AACTI society in abeyance. The change follows from the recent changes to Campus Alberta where all twenty six institutions meet together.

- The Campus Alberta Strategic Directions Committee (Board Chairs and Presidents) meet with Minister Lukaszuk again on May 28th.
- A new Health Canada contract was signed to give us three more years of funding to a maximum of \$400,000/year for the Addiction Service Worker program.
- Internet bandwidth issues have been a concern this year. Information Technology Services has scheduled upgrades to the service this summer. Additional resources have now also been added to the 2013-14 IT budget for upgrades to the Supernet capacity at each learning centre.
- First-aiders are required at each work location in accordance with the Alberta Occupational Health and Safety Act. The Occupational Health and Safety committee is currently reviewing compliance and seeking training for locations that may have gaps.
- A project in Peace River was raising awareness for Organ and Tissue donations. Their project was to create the world's longest banner. It was made up of hundreds of individual banners including one from Northern Lakes College.



MOTION 152-12/13: Moved by Jordan Koski
That the Board receive the President's report for information.
CARRIED

Earl Laboucan excused himself from the meeting at 12:48 p.m.

The Board recessed at 12:56 p.m. for the Non-post-secondary Role Model Presentation

The meeting resumed at 1:25 p.m. Madeline McVey did not return to the meeting.

5. Business Arising-Ongoing

5.1 Third Quarter College Plan Achievements

- Rick Neidig reviewed the Third Quarter College Plan Achievement Reports.

MOTION 153-12/13 Moved by Shona Hommy-Bugarin
That the Board receive the Third Quarter College Plan Achievements report as information.
CARRIED

5.2 Comprehensive Institutional Plan – 2nd Reading.

- The Comprehensive Institutional Plan (2013-16) was completely reviewed at the Board Committee of the Whole meeting this morning.

MOTION 154-12/13

Moved by Jennifer Moore

That the Board give second reading to the 2013-16 Comprehensive Institutional Plan.

CARRIED

6. New Business

6.1 Moosehorn Lodge Roof & Insurance Money

- Assessment of the entire roof at Moosehorn Lodge indicates it is in need of replacement. The total cost is estimated to be \$500,000.
- The roof area is divided into six sections. The areas above the cafeteria and museum have been assessed as being the most in need of replacement at a cost of approximately \$186,000.
- There is approximately \$225,000 available in the bank that we have received from the insurance company for the Kisemanito fire. The proposal is to use the insurance money for the sections above the old cafeteria and the museum.
- Moosehorn Lodge is considered an ancillary service so we cannot use Infrastructure Maintenance Program funds.

MOTION 155-12/13:

Moved by Gerald Cunningham

That the Board approve replacing the roof at Moosehorn Lodge above the cafeteria and museum areas using the available insurance money.

CARRIED

6.2 2013-2014 Proposed Budget

- Lynne Haas presented the 2013-2014 Proposed Budget as attached to the agenda package.
- The recommendation is that the Board approve the 2013-2014 budget.
- Chief Financial Officer, Robert LeSage reviewed the budget and addressed questions.

MOTION 156-12/13:

Moved by Odessa Ptashnyk

That the Board approve the 2013-2014 budget.

CARRIED

7. Policy Review

7.1 Alcohol Policy:

- Rick Neidig presented the Alcohol Policy as attached to the agenda package for second reading.

MOTION 157-12/13:

Moved by Jordan Koski

That the Board approve the second reading of the Alcohol Policy.

CARRIED

7.2 Delegation of Authority – Information and Technology Policy

- Rick Neidig presented the Delegation of Authority – Information and Technology Policy.
- This new delegation policy is the proposed overarching policy for many Information

Technology Management (ITM) Framework procedures.

MOTION 158-12/13: Moved by Sandra Willing
That the Board approve the first reading of the Delegation of
Authority – Information and Technology Policy with revisions.
CARRIED

7.3 Donor Recognition Policy

- Brad Hestbak presented the Donor Recognition Policy for approval.
- This policy is due for review.

MOTION 159-12/13: Moved by Jennifer Moore
That the Board approve the Donor Recognition Policy as presented.
CARRIED

7.4 Honorific Naming of Facilities and Programs Policy

- Brad Hestbak presented the Honorific Naming of Facilities and Programs Policy for approval.
- This policy is due for review.

MOTION 160-12/13: Moved by Shona Hommy-Bugarin
That the Board approved the Honorific Naming of Facilities and
Programs Policy as presented.
CARRIED

8. Information & Correspondence

MOTION 161-12/13: Moved by Shona Hommy-Bugarin
That the Board move in Camera at 2:53 p.m.
CARRIED

9. In Camera Session

MOTION 162-12/13: Moved by Odessa Ptashnyk
That the Board come out of Camera at 3:40 p.m.
CARRIED

MOTION 163-12/13: Moved by Jordan Koski
That the meeting adjourn.
CARRIED

The meeting adjourned at 3:45 p.m.

The next meeting will be held at the Grouard campus on Wednesday, June 19th at 10:00 a.m.